TIME MANAGEMENT
TABLE OF CONTENTS

1. BUSINESS PROCESSES

1.1 Manage Additional Settings (On Call, Substitution, Shared Leave)

1.1.1 Process Overview

This is a post-implementation process to support the input of ideas and requirements from system users to the business processes supported by the SAP system.

The period of time that an employee makes him or herself available during the hours outside of his or her regular working hours is identified using the On Call infotype (IT2004). This infotype can have additional characteristics identified concerning the type of availability being applied (for example distinguishing between either weekend availability or a holiday availability). This business process supports the identification of additional kinds of on-call duty that need to be identified in the system.

The period of time that an employee substitutes for another employee is identified using the Substitution infotype (IT2003). This infotype can have additional characteristics identified concerning the type of substitution being applied (for example a substitution for a nurse on the Baylor plan might require specific identification in order to maintain contract eligibility). This process supports the identification of additional kinds of substitutions that need to be identified in the system.

The Shared Leave Program uses the infotypes Absence Donation Administration (IT0613) and Absence Pool (IT0696). If the requirements concerning the Shared Leave Program should change, then the settings supporting these processes may require adjustment. This process supports the identification of the required adjustments.

1.1.2 Process Definition

1.1.2.1 Process Description

This process starts with the review of currently available settings. Users or managers may request a change to the current system through the change management process.

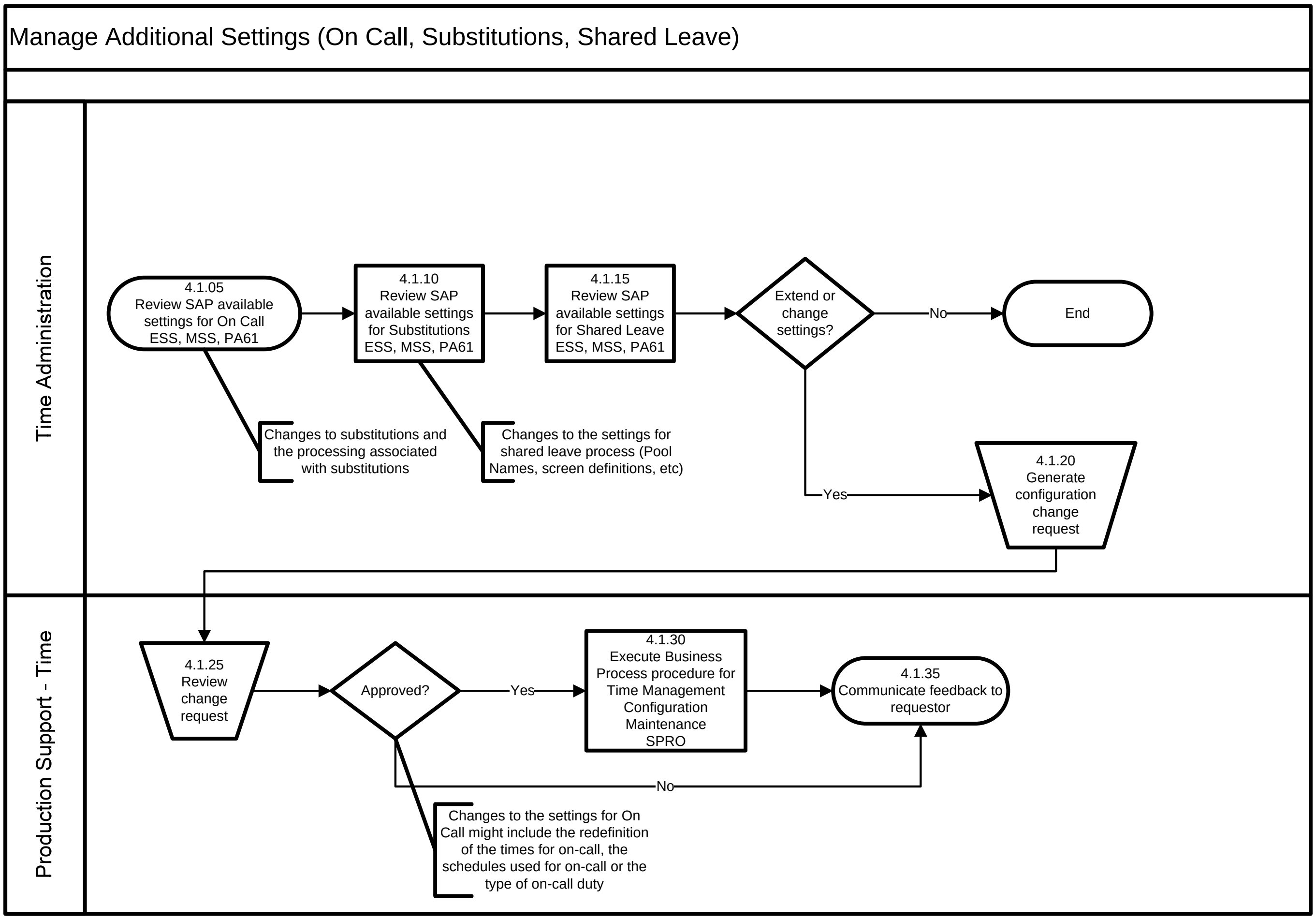
The first step is to generate a Change Request. This request will identify the change to be made, the business reason for the change (how will the change support the business of the State) and any additional information required by the request process.

Following the generation of the request, it is forwarded to the SAP system Change Control organization. This organization will approve or disapprove the request.

If approved, the Change Request form is forwarded to the BEACON system maintenance team and the request is reviewed, the requirement is understood and the configuration changes are made.

Following unit testing by the team, the requestor will be asked to participate in the testing of the additional functionality in the QA system. Following the approval of the configuration in the QA system, the configuration will be promoted to the production environment and the requestor will be informed that the changes have been successfully made. Feedback will be communicated back to the requestor.

1.1.2.2 Process Flow



1.1.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.1.05	Review available settings for On Call	ESS/MSS/PA61	START	N/A	Time Administration
4.1.10	Review SAP available settings for Substitutions	ESS/MSS/PA61	N/A	N/A	Time Administration
4.1.15	Review SAP available settings for Shared Leave	ESS/MSS/PA61	N/A	N/A	Time Administration
Decision	Extend or change settings?	Manual	Decision	If yes, go to 4.1.20 If no, go to END	Time Administration
4.1.20	Generate configuration change request	Manual	Business requirements	Update Change Request	Time Administration
4.1.25	Review Change Request	Manual	N/A	Review and approve or disapprove	Production Support - Time
Decision	Approve?	Manual	Decision	If yes, go to 4.1.30 If no, go to END	Production Support - Time

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.1.30	Execute Business Process procedure for Time Management Configuration Maintenance	SPRO	N/A	Complete testing	Production Support - Time
4.1.35	Communicate feedback to requestor.	Manual	N/A	END - Communicate results to requestor	Production Support - Time

1.1.3 Solution Recommendations

This process is designed to support change requests from the users of the system as they continue to identify additional improvements and or requirements “from the field”.

The process for requesting changes to the system should include the following documentation:

1. a succinct statement of the business requirement for the changes
2. the details of the desired functionality and
3. contact information for the requesting person or entity

It is expected that if the request is approved, the requestor will be available to participate in the analysis of the requirement.

NOTE: *The business process for managing changes to the SAP system has not been defined in detail*.

1.1.4 SAP Design Considerations

On Call (IT2004)

Initially, there will be a single kind of on call for all employees (‘01’). This will be set to provide supervisors the opportunity to assign the appropriate on call hours and times to employees that are assigned this duty. This record will indicate to the system that the employee has been assigned this additional duty and that these duty hours are to be included in the generation of either pay or additional time off if authorized, based on the control data set on the job or the position of the employee on Time Management Settings infotype (IT9005 RICE ID: A016). This control data is maintained in the process “Maintain On Call Method and Rate”.

On call can be identified using either the time of day, the daily work schedule or the work schedule rule for the period of on call.

Substitution (IT2003)

Initially there are four kinds of substitution. An employee substitution, a shift substitution, and a position substitution are available. This process is available to the users of the system to request additional types of substitution as required.

Shared Leave Program (IT0613 and IT0696)

The Shared Leave program is supported using two (2) infotypes. These are Absence Donation Administration (IT0613) and Absence Pool (IT0696). This process is designed to support any changes to the configuration necessary to support the Shared Leave program.

There will be a single Absence Pool Type identified to support the Shared Leave Program. This will be used to identify the fact that an employee has been approved to receive vacation and sick leave donations from others. A separate "pool" will be established for each employee approved to receive shared leave.

There will also be a single type donation enabled. This will allow the donation of sick and vacation leave. The use of this infotype will be restricted to the donation of leave from a single employee to another single employee (there will be no configuration to support the collection of donated leave time into a generally available pool). The management of the donation will require supporting configuration of the Quota Compensation infotype (IT0416) and the Quota Adjustments infotype (IT2013). The Quota Donation will update a specific leave quota which will be reduced after all other leave entitlements are used.

System Security Considerations:

On Call should be made available to supervisors, managers and time administrators.

Substitutions should be made available to supervisors, managers and time administrators.

Shared Leave Administrators will have access to the infotypes Quota Compensation, Quota Adjustment, Sick Leave Pools and Absence Donation Administration. This authorization may be combined with the Leave Administrator role.

There are no direct system activities that require a change to security.

1.1.5 Change Management Considerations

This process will generate change management activities. The additions to the available settings represent the changing of the business requirements and the adjustment of the system to meet these requirements.

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
System-wide Change Request process	All	Med	System will support processes that were up to this point executed manually.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Persons holding the responsibility for the administration of the shared leave must be identified.	All	Low	Many Agencies have a person currently assigned this duty. They will have to be trained in using the BEACON system.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Administrators will be required to use the system to administer the policies.	All	Med	Administrators holding responsibility for these processes will be required to use the BEACON system to manage the information associated with these policies.

1.1.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Administrators must have access to R/3 for Shared Leave Administration.	Jan 2008	
System support team will need access to manage the requests for changes.	Dec 2006	

1.1.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Integration with existing business processes (after initial implementation).	PT, PY, PA	Manage the employment status, leave of absence information and payroll processes.

1.1.8 Development Items

No development is required for the initial go-live. However, future change requests may require development based on the requirements presented and the analysis of existing functionality at the time of the request.

1.2 Manage Attendance and Absence Types

1.2.1 Process Overview

To distinguish between the different types of time being reported, attendance and absence types are recorded along with hours reported. These codes support the processing and reporting of these different types of time, such as work time, vacation leave, sick leave, etc.

In SAP, these time codes are known as Attendance and Absence Types (A/A Types). These A/A Types must be maintained in the SAP system. This document describes the process for identifying, creating or changing Attendance and Absence Types.

1.2.2 Process Definition

1.2.2.1 Process Description

The Manage Attendance and Absence Types process begins with someone reviewing the existing values in SAP. This reviewer will typically be someone in a position of authority in the HR or Payroll units within the Agencies.

During the review of existing values, the reviewer must determine whether the values are sufficient to meet current business needs, or if new values are needed, or if existing values need to be changed. If no additions or changes are needed, then this process ends.

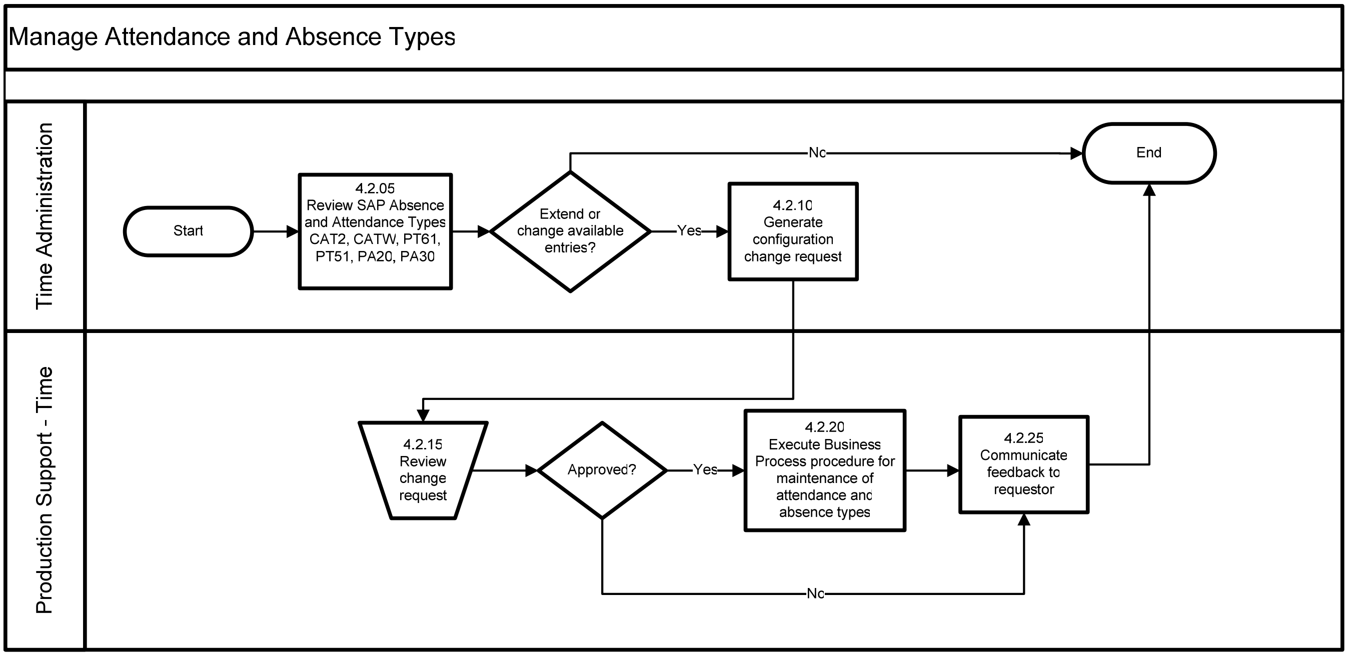
If the need for additions or changes is identified, then the reviewer must initiate a Change Request that will be submitted to the Production Support - Time group. This Change Request should provide as much detail as possible about the business rules involved and the need(s) that the new value(s) are intended to meet. (The Change Request process will be defined by the BEACON SAP support group at a later date.)

The Production Support - Time group will review the Change Request through the established change request process and determine whether the Change Request is approved or not.

If the Change Request is not approved, this decision is communicated back to the requestor, with appropriate explanation or documentation.

If the Change Request is approved, then the Production Support - Time group will then execute the business process procedure for maintaining A/A Types in SAP. Maintenance of A/A Types is a configuration process. When complete, they will communicate this information back to the requestor.

1.2.2.2 Process Flow



1.2.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.2.05	Review SAP Attendance and Absence Types	CAT2, CATW, PT61, PT51, PA20, PA30	**START**	Decision as to whether or not to extend or change available entries	Outside of SAP (Agency)
	Extend or change available entries?	N/A	**Decision**	If yes, go to step 4.2.10 If no, go to **END** – Available Absence and Attendance Types are ok	Outside of SAP (Agency)
4.2.10	Generate configuration change request	External Process	Determination that attendance and absence types need to be changed or extended	Change request sent to SAP System Maintenance	Outside of SAP (Agency)
4.2.15	Review change request	COCM	Change request sent from agency	Decision as to whether or not to approve change request	Production Support - Time
	Approved?	N/A	Decision	If yes, go to step 4.2.20 If no, go to 4.2.25 Communicate feedback to requestor	Production Support - Time
4.2.20	Execute Business Process procedure for maintenance of attendance and absence types	Solution Manager	Approval of change request	Attendance and absence types changed or extended **END** – Communicate feedback to requestor	Production Support - Time

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.2.25	Communicate feedback to requestor	Solution Manager	Approval of change request	N/A	Production Support - Time

1.2.3 Solution Recommendations

SAP Absence Types

An absence type is a code that is used to identify the kind of time that an employee is using to substantiate why he or she is not at work on a scheduled day. Absence types represent deviations from the planned working time of the person. The use of absence codes is restricted to days that are identified as working days. If there is no expectation of a person being at work on a specific day, then the identification of a deviation from that expectation is not required. Employees are not allowed to enhance their pay by using a paid absence on a day otherwise not identified as a working day (i.e., use of vacation on a weekend day when they usually work Monday through Friday).

Absence types will be configured in order to capture the time that an employee spends away from work when he/she is scheduled. Absence types are used by employees, time administrators and supervisors/managers for time recording, time approval, absence tracking and reporting.

In some cases an absence is authorized for use up to a specific number of hours. This limit or absence quota is a specific amount that is available to the employee for a specific reason. The amount that is available to any specific employee is based on the type of authorized limit (sick or vacation), and in the case of vacation the length of service of the employee. (See the section Manage Quotas and Quota Processing for details about these reasons and limits.) Some absence types will be associated with absence quotas and others will not. Absence types associated with absence quotas (Absence Quota records - IT2006) will reduce the quota when the employee's record (Absence infotype IT2001) is saved. Select absence types can also be associated with the separate and independent Family and Medical Leave Act (FMLA) balances that are independent of the absence quotas.

SAP Attendance Types

An attendance type is a code that is used to identify the kind of time that an employee is using to describe his or her time at work. The use of attendance codes is not restricted to any specific kind of day (attendance types can be used to record time on a day off).

Attendance types will be configured in order to capture the time that an employee spends at work. Attendance types are used by employees, Time Administrators and supervisors/managers for time recording, time approval, and tracking and reporting.

In some cases an attendance might be specifically identified to work off a time liability of the employee (adverse weather for example). This liability or attendance quota is a specific amount that the employee owes the State. The amount that is required to be made up by any specific employee is based on the declaration and absence during a period declared as adverse weather. (See the chapter Manage Quotas and Quota Processing for details about these liabilities.) Attendance types associated with attendance quotas (Attendance Quota records - IT2007) will reduce the quota when the employee's record (Attendance infotype IT2002) is saved.

Each absence/attendance code will be identified with a 4 character identifier and a text describing the type of time being recorded.

The 4 character identifier must be unique. The code is numeric and will use the following pattern to identify absences. This is to facilitate the use of the absence/attendance types by employees, administrators and managers.

- 9100 to 9199 – This series is used to identify those absences tied to a vacation (vacation leave, bonus leave, etc)
- 9200 to 9299 – This series is used to identify those absences related to Sick Leave
- 9300 to 9399 – This series is used to identify those absences related to Holidays
- 9400 to 9499 – This series is used to identify those absences related to Leave without Pay
- 9500 to 9599 – This series is used to identify those attendances related to working time
- 9600 to 9699 – This series is used to identify those absences related to Administrative Time Off.

The validity period for an attendance or absence type will be set from 01/01/1990 to 12/31/9999. If an existing attendance or absence type is to be changed, then the date which reflects the date that the new settings are to be effective will be used.

Additional settings will be made to support the requirements of each attendance or absence type.

1.2.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Absence Type		IMG Path → Time Management → Time Data Recording and Administration → Absences → Absence Catalog → Define Absence Types
Attendance Type		IMG Path → Time Management → Time Data Recording and Administration → Attendances/Actual Working Times → Attendance Types

1.2.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Time recording processes and values may change for many agencies. For example, some agencies use an alphabetic code to describe the kind of time that they are entering (T for training, R for regular, V for vacation, etc). This will change to the use of the SAP Attendance/Absence codes.	All	Med	Medium due to cultural and education challenges
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Configuration responsibilities will be a new function for the state.	BEACON Support Team	Low	
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Configuration responsibilities will be a new function, performed by a few, select employees.	BEACON Support Team	Low	

1.2.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Configurators require access to the R/3 system.		

1.2.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
N/A		

1.2.8 Development Items

No development is required.

1.3 Manage Business Rules

1.3.1 Process Overview

Time evaluation is the process that is used to apply the business rules for time management. This process will collect all of the time data that has been entered and approved for each employee on each day to be evaluated. The evaluation applies the business rules for the calculation of time worked and overtime, the calculations necessary for the recognition of longevity pay, the calculations and recognition of the intermittent Leave Without Pay for salary reduction, and the recognition of the leave accrual and usage. Leave usage rules will include the application of the mutual consent rules, as well as the recognition of the eligibility of the employee to earn leave in the month.

Additionally, the rules for the calculation of the number of hours for advance leave (vacation and sick) will be applied.

- On call rules and call back rules will also be applied
- Shift premium, weekend premium, Baylor plan, Nurses' Incentive Pay
- OT Comp Time Aging and payout
- Holiday Comp Time Aging and Payout

The evaluation process will make appropriate wage types available for payroll processing.

The time evaluation process will be designed using a specific schema developed for the State of North Carolina. Customer sub-schemas and rules will be designed, configured, documented and tested as required.

1.3.2 Process Definition

1.3.2.1 Process Description

The Manage Business Rules for Evaluation Schema process begins with someone reviewing the existing values in SAP. This reviewer will typically be someone in a position of authority in the HR or Payroll units within the Agencies.

During the review of existing values, the reviewer must determine whether the values are sufficient to meet current business needs, if new values are needed, or if existing values need to be changed. If no additions or changes are needed, then this process ends.

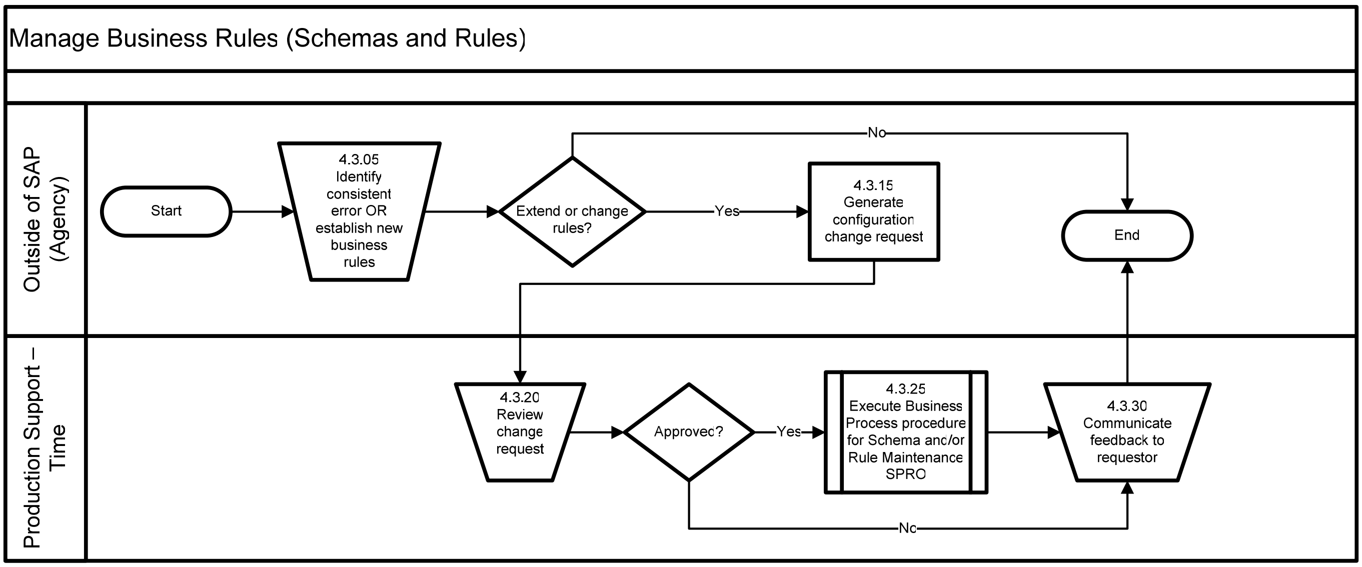
If the need for additions or changes is identified, then the reviewer must initiate a Change Request that will be submitted to the Production Support-Time group. This Change Request should provide as much detail as possible about the business rules involved and the need that the new value(s) are intended to meet.

The SAP System Maintenance group will review the Change Request through the established change request process and determine whether the Change Request is approved or not.

If the Change Request is not approved, this decision is communicated back to the requestor, with appropriate explanation or documentation.

If the Change Request is approved, then the Production Support–Time group will then execute the business process procedure for maintaining evaluation schema in SAP. When complete, they will communicate this information back to the requestor.

1.3.2.2 Process Flow



1.3.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.3.05	Identify consistent error OR establish new business rules	External	**START**	Decision as to whether or not to extend or change rules	Outside of SAP (Agency)
Decision	Extend or change rules?	Manual	Decision	If yes, go to 4.3.15 If no, go to **END**	Outside of SAP (Agency)
4.3.15	Generate configuration change request	TBD	Determination to extend or change rules	Change request sent to SAP System Maintenance	Outside of SAP (Agency)
4.3.20	Review change request	Manual	Change request sent from agency	Decision as to whether or not to approve change request	Production Support - Time
Decision	Approved?	Manual	Decision	If yes, go to 4.3.25 If no, go to 4.3.30	Production Support - Time
4.3.25	Execute Business Process procedure for schema and/or rule maintenance	SPRO	Approval of change request	Schema maintained	Production Support - Time
4.3.30	Communicate feedback to requestor	Manual	Status of change request	Notification via phone/e-mail/etc as to status of change request Go to **END**	Production Support - Time

1.3.3 Solution Recommendations

Time evaluation is the process that is used to apply the business rules for time management.

In order for this process to be executed the following data MUST be available on the personnel record for the person being processed:

- Actions (IT0000-STATUS2 = '3')
- Personal Data (IT0002)
- Payroll Status (IT0003)
- Planned Working Time (IT0007)
- Organizational Assignment (IT0001)

Additional Control Data that is used in the process is stored on the following infotypes:

- IT2001
- IT2002
- IT0008
- IT2006
- IT2007
- IT2012
- IT0041
- IT2013

Time evaluation will run for each day for each employee. The date in the PDC recalculation field (on Payroll Status - IT0003) will be used to determine the first date that time evaluation will process. If this field is not filled, then the date of the last time evaluation process as identified on the employee's time evaluation record (B2 cluster) will be used to determine the date of processing. The PDC recalculation field is controlled using the table "Settings for infotypes" T582A. The following infotypes are currently set to populate the PDC recalculation field when changes are made, which consequently triggers a retroactive time evaluation process (NOTE: Not all of these infotypes will be used in BEACON):

INFOTYPE	INFOTYPE TEXT
0000	Actions
0001	Organizational Assignment
0007	Planned Working Time
0039	Add. Org. Assignment CH
0049	Red. Hrs/Bad Weather
0050	Time Recording Info
0165	Deduction Limits
0274	
0276	
0277	Exceptions - SE
0302	Additional Actions
0311	Leave Balance Adj
0330	Non-Monetary Remuneration
0407	Absences (Additional information)
0416	Time Quota Compensation

INFOTYPE	INFOTYPE TEXT
0530	Public Housing Fund (CN)
0532	Social Insurance(CN)
0568	Anniversary Date History
0597	Part Time Work During Parental Leave
2001	Absences
2002	Attendances
2003	Substitutions
2004	On Call
2005	Overtime
2006	Absence Quotas
2007	Attendance Quotas
2011	Time Events
2012	Time Control Indicators
2013	Quota Corrections
2052	Weekly Entry w/Activity Allocation

This process will collect all of the time data that has been entered and approved for each employee on each day to be evaluated. The evaluation applies the business rules for the calculation of time worked and overtime, the calculations necessary for the recognition of longevity pay, the calculations and recognition of the intermittent Leave Without Pay for salary reduction, and the recognition of the leave accrual and usage. Leave usage rules will include the application of the mutual consent rules, as well as the recognition of the eligibility of the employee to earn leave in the month.

Time evaluation processes will use information from the Daily Work Schedule (which is part of the assigned Work Schedule Rule IT0007) on the specific date being processed.

Time evaluation processes will use information from any absence records (IT2001) on the specific date being processed.

Time evaluation processes will use information from any attendance records (IT2002) on the specific date being processed.

Time evaluation processes will use information from any Time Control Data records (IT2012) on the specific date being processed.

Time evaluation processes will use information from any Date Specifications records (IT0041) on the specific date being processed.

Time evaluation processes will use information from any OM relevant Time Management Settings records (IT9005) 9RICE ID: A016) on the specific date being processed.

Initial processing

Time evaluation will be configured to support the following business rules (A-Q).

A. Emergency Call Back

(The text below identifies the policy, the business rule and the expected data to support the execution of the time evaluation process specific to the rule. Policy is identified using italics.)

Emergency Callback – FLSA Non-Exempt

(1) *Employees returning to work shall receive a minimum of two hours compensation as time off or additional pay at the straight-time rate of pay for each occasion of callback. The Office of State Personnel may approve a higher rate of compensation if justified by labor market data.*

The employee will be required to record Emergency Call back time using the corresponding attendance type. The rule will evaluate the call back eligibility flag for the employee based on the Emergency Call Back entry. If the employee is eligible and subject to the FLSA, the employee's attendances recorded as call back will be evaluated to determine if the duration of the call back working time is less than or equal to 2.00, then the system will calculate the difference between the recorded Emergency Callback entry and 2.00. This difference will be explicitly saved into a time type and then the appropriate wage type will be generated, resulting in additional pay for the employee at his or her straight time rate for up to 2 hours for each incidence of call back.

(2) *Employees responding via telephone/computer shall receive a minimum of 30 minutes as time off or additional pay at the straight-time rate for each occasion of callback. If more than one callback occurs within a given shift, total callback time cannot exceed two hours unless the work time exceeds two hours.* Employees will record the time they spend in response using either the telephone or computer using the attendance type Remote Callback. If the employee is eligible, then

the appropriate wage type will be generated resulting in additional pay for the employee at his or her straight time rate.

(3) *If the time on callback is more than the two hours allowed, the employee shall be compensated for the actual time on callback*

(4) *Management shall determine a reasonable time for which preparation and travel to the worksite shall be compensated.* This specific requirement is addressed in the approval process, not in the time evaluation process. If the time has been entered and approved it will be processed according to these rules.

(5) *Shift pay, holiday pay and overtime pay shall be received in addition to emergency callback pay, if applicable. Time on callback is subtracted from the on-call hours.*

(6) *Employees whose work continues following the end of the regularly scheduled hours of work are not eligible for the callback.* In this case the employee would not record the time worked using any available call back attendance types. This time is recorded as regular working time (in excess of the scheduled working time for the day).

(7) *Time actually worked and travel to the worksite shall be included in hours worked for determining overtime hours.* If the time recorded exceeds 2.0 hours, then all of the time is counted in the OT calculation process. If the time is less than 2.0 hours, then only that time actually worked is included in that calculation. The generated time will be paid at the employee's regular rate, however this is relevant for pay only and not for OT calculation.

(8) *Emergency callback pay must be included in calculating the employee's regular hourly rate for overtime pay.*

E*xempt employees normally do not receive additional compensation for emergency callback. However, an agency that utilizes a Compensatory Leave Policy for exempt employees may use it to provide time off to exempt employees for callback*. In this case, the control data flag for the application of the accumulation of the call back time will be set for the exempt employee.

B. Process Advance Vacation and Sick Leave

When an employee uses advanced leave, then a corresponding attendance quota will be created for the number of hours that the employee has taken off.

Advance Leave processing will execute the following calculations:

If an Advance leave balance exists:

- First, if the 'Mutual Consent' flag (IT2010, subtype 3700) is set, then any additional time (overtime or holiday comp time) will also be applied to the employee's liability.
- Then, if there is any accrued leave of the type that was advanced, the accrual will be applied to the advanced leave liability and not to the employee's available balance in that specific quota type.
- In any case if the liability is exceeded, the remaining amount earned or accrued will be added into the appropriate leave quota.

If the period for recovery has been reached (01/01 of any year) and the liability still exists, then the balance of the liability will be identified, and balanced by creating a wage type entry that will be available for payroll processing as a deduction from the employee to be processed in the available payroll.

If multiple leave balances have been advanced, they will be relieved in the following order:

- Vacation
- Sick

C. Mutual Consent

Mutual Consent is the process of recovering an employee's time liability using bona fide additional hours worked. The Mutual Consent process will manage time balances and overtime. This process is designed to apply overtime that has been earned in a period against a liability the employee has against the State. This process is triggered by specific settings on the employee's record for the recovery of three kinds of time advances specifically:

- *Replacement of Advance Leave.* In the case of the recovery of time owed due to advance leave, the overtime earned will be applied to the owed balance instead of accruing as comp time or being paid.
- *Replacement of Leave with Comp Time in the Same Period.* The replacement of the paid time off taken in a period in which the employee has also worked his/her obligated number of hours.
- *Replacement of Adverse Weather.* In the case of the recovery of time owed due to adverse weather declaration, the overtime earned will be applied to the owed balance instead of accruing as comp time or being paid.

The order of replacement will be:

1. Adverse Weather
2. Advanced Vacation Leave
3. Advanced Sick Leave

D. Overtime

Overtime for eligible employees will be calculated using the time evaluation process. The overtime period will be defined using the Working Week field and the time management status used on IT0007. The time management status will identify whether the process to be executed for the employee on that day is to take the planned schedule, or the attendance records are to be used in the calculation. If the actual working times are to be used, then the entries that are eligible will be collected and applied against the standard for that overtime period. Otherwise, the calculation will take only the recorded exception into account in the calculation.

The overtime that is calculated will result in an Overtime compensatory Time Quota. This quota will be available for the employee to take time off against in the next period. This time quota will be stored. Based on the payout settings for the position or job (payout of comp time at 1 year, 60 days, 30 days, or immediately), if at the end of the referenced time period, there is an OT Comp time balance, then the number of hours in this quota will be paid at the current rate.

The payment of overtime using an override flag at the position or job will be available. This override will be integrated with the time evaluation process to determine the payout at the proper time.

E. Night Shift Premium

The Shift premium will be calculated based on the shift to which the employee is assigned. Each shift will be identified and assigned to an employee using IT0007. The shift will be designed to carry the identification of being a night shift (See Standardization Recommendation – Issue #202). Additional eligibility will be stored on the position or job associated with the employee.

Additional indicators will be available in the time recording process to enable the application of the premium if an exception is required.

F. Weekend Premium

For employee working over a weekend, as identified by policy, time entered will be paid at a premium if the position or job is identified as eligible for the premium pay.

G. Baylor Plan

Personnel who have signed a Baylor Plan contract will be eligible for time management processing according to the Modified Baylor Plan. This plan allows for the scheduling of employees over a 6 month period on weekends. Each weekend is processed according to specific standards requiring time data entry.

The time calculations will generate pay according to the standards of the contract (80 hours of pay for 60 hours of work). Eligibility to participate in the Baylor Plan will be determined by a flag set on the position or job of the employee.

H. Nurses' Incentive Pay

The Nurses Incentive Pay Plan will identify the employees that are working night shift under a contract. The shift bonus for this plan is the accumulation of 1 additional dollar for each hour worked during the night shift, payable at the end of the contract.

The standards of the contract will be managed using time evaluation any deviation from the planned working time and the entries required in support of the plan will result in a message and suspension of the time management processing for the plan.

The evaluation process will make appropriate wage types available for payroll processing.

I. Adverse Weather Processing

If an employee has been authorized to remain home for a period of time due to advanced weather he or she will record this (if they are exception based time recording, then this is considered an exception). This entry will generate an attendance quota reflecting the liability the employee has to the State.

This will be reduced by either an explicit entry in a period that will NOT generate overtime, or during a period of bona fide overtime when mutual consent has been elected.

J. Generate Leave Liability

On 6/30 of any given year the leave liability for an employee will be collected and a wage type for the calculation of the leave liability will be generated.

K. Accrue Vacation and Sick Leave and Paid Time Off (PTO for NCEL and HFA)

Vacation and sick leave will be accrued during time evaluation. The number of working days in a month will be calculated for each employee on the first day of the month. When the employee has reached 50% of this value during the month, then he/she will accrue the appropriate leave balances according to the current policies (Vacation accrual based on Total State Service; Sick leave accrual is a constant).

The accrual process for vacation will include an annual limit (calendar year) of 240 hours. If an employee has over 240 hours of vacation leave available on 12/31 of any one year, that amount over 240 will be transferred to Sick Leave. For the Housing Finance Administration an additional personal time off balance will be calculated based on the number of available Sick Leave hours. 10% of the available sick leave will be converted to a Personal Time Off quota on 12/31 for availability on 01/01 of any one year. If there is any balance in the Personal Time Off from the one year, it will be added back into the Sick Leave balance and then used in the calculation of the 10%. This personal time off is also considered Sick Leave for retirement purposes.

L. Emergency Closing

In the case that an emergency closing is authorized and the employee records the absence code, the supervisor will be required to approve the entry. When this is done, the absence is NOT recorded against any quota, but is captured for reporting. If the employee reports for work and records an Emergency Closing attendance, then the hours recorded and approved will be added to the Compensatory Time Quota for later use as paid time off.

The time evaluation process will be designed using a specific schema developed for the State of North Carolina. Customer sub-schemas and rules will be designed, configured, documented and tested as required.

M. Calculate Total State Service and Generate Wage Type for Payment

Employees are granted 'Longevity Pay" as they continue employment with the State. The system will calculate the length of relevant service. On the day of the anniversary of the service date, a wage type for the payment of the appropriate Longevity Pay will be generated for payment on the next available payroll (NOTE: If the employee has an anniversary date after the payroll cutoff date, then the payment will be executed in the next available regular payroll (either after the two week period for biweekly payroll or at the end of the following month for the monthly payroll.)

N. Intermittent Leave Without Pay (LWOP)

If an employee enters a day of LWOP and this is approved, this entry will be evaluated and create a wage type that will result in a reduction of the employee's salary for the period (Docking).

O. Holiday Premium

In the case that an employee records time worked on a holiday the time evaluation process will use the information available and generate a payment of the Holiday Premium as required based on the State policy.

P. Holiday Compensatory Time

In the case that an employee records time worked on a holiday the time evaluation process will use the information available and generate a compensatory time balance in accordance with the State policy and any Mutual Consent processing applicable.

Q. Process Payout when Eligible

When an employee is eligible for the payout of a leave balance, the user will maintain the Quota Compensation (IT0416) record and select the appropriate payout type for the payment to the employee. The process will be coordinated with the appropriate Personnel Administration Action.

Recorded and approved ??? will be added to the Compensatory Time Quota for later use as paid time off.

The time evaluation process will be designed using a specific schema developed for the State of North Carolina. Customer sub-schemas and rules will be designed, configured, documented and tested as required.

1.3.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Schema ZZNC		
Sub schemas will be named ZN## (where the values in the ## fields are used to identify the subschema (starting with '00' and progressing numerically until 99 is reached. Following the value 99, alphabetical naming starting with 'A0' will follow).		
Rules will begin with Z### (where the values in the ### fields are used to identify the rules (starting with '000' and progressing numerically until 999 is reached. Following the value 999, alphabetical naming starting with 'A00' will follow).		

1.3.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Time recording and calculation will be executed to the hundredth of an hour ("to the minute"). There will be no system rounding of numbers to the nearest tenth of an hour.	All	High	Recording time to the hundredth of an hour was approved as a Standardization Recommendation – Issue #197.
Leave accrual will be based on the current policy – when the employee has worked 50% of the workdays in the pay period. Worked on the workday means that the employee is in employment status '3'. Additionally any days with the absence type 'Leave Without Pay' will not count toward meeting the 50%, except for DOT. DOT will have time records for each day that is required to be worked (positive time and positive pay).	All	High	Leave accruals being performed per policy, around the midpoint of the pay period, was approved as a Standardization Recommendation – Issue #198. The Department of Correction has indicated that this is a significant change to the way they do business today.
New functionality available with SAP software will allow many policies to be enforced in the BEACON system that could not be enforced before.	All	High	A number of agencies have made liberal interpretations of policy statements in the past and developed practices that are not acceptable to OSP. Any of these policies that are set up to be enforced by the BEACON SAP system will naturally result in some push-back from these agencies. The items below are some of these situations:

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
OT, Holiday and Emergency Closing comp time will be automatically collected at the appropriate rate and stored for use. A year after the accumulation of the comp time, if it has not been used, it will be paid out. The comp time will be controlled by settings made on the position or job to identify if the OT is to be handled on an exception basis (paid out in the next available payroll).	All	High	Communicate early and often. The Department of Correction has indicated that this is a significant change to the way they do business today
OT will be calculated according to the Fair Labor Standards Act (FLSA) and the State policy. As this State is a public entity, the FLSA allows flexibility not otherwise available in the private sector. This flexibility is apparent in the different definitions of 'work week' or overtime period. There will be 40 hour, 80 hour and 28 day overtime periods identified.	All	Med	Communicate early and often. The Department of Correction has indicated that this is a significant change to the way they do business today
The concept of 'Mutual Consent' will be implemented using time evaluation. This calculation is applied when an employee has taken any paid time off AND has also met the requirements for overtime AND has been identified as participating in the mutual consent practice. This calculation will balance any leave taken as identified by the type of Mutual Consent to be applied.	Select agencies: State Treasurer Department of Cultural Resources	Med	Will be applied to select agency populations based on HR practices in these agencies. Agencies will have the choice to use the system settings or not.
Organizational Function Impacts	Agency/ Dept	Change Impact Rating	Explanation of Risk
Agency personnel involved with Time Management, Payroll and HR policy will need to be aware of changes in business requirements or policy.	Various	Medium	Since so much of policy and business requirements will be built into the BEACON SAP system, personnel will need to be aware of changes that will affect how the system behaves. Timely change requests will need to be submitted to have the changes put in place before the BEAONC SAP system will be able to behave correctly.
Job Role Impacts	Agency/ Dept	Change Impact Rating	Explanation of Risk
Time Administrators	Various	Medium	Some Agencies might not currently utilize Time Administrators. Time Administrators will work with Time Evaluation results regularly and will be among the first employees aware of the need for changes to business rules or the impact of changes to business rules.

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Supervisors/Managers	Various	Medium	Supervisors/Managers will work with Time Evaluation results regularly and will be among the first employees aware of the need for changes to business rules or the impact of changes to business rules.

1.3.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Employees will require access to the R/3 system.	Jan 2008	

1.3.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Payroll integration	PY	Need the wage type definitions for longevity pay, on call pay, docking,
Integration with OM	OM	Use new Time Management Settings infotype (IT9005) for additional position or job attributes for eligibility of position for OT compensation, On Call compensation, Holiday comp time handling
Personnel Administration	PA	Employment status must be appropriately managed.

1.3.8 Development Items

RICE Item List A016

Development is required to create a custom infotype Time Management Settings (IT9005) for association with the Job (object type ‘C’) and Position (object type ‘S’). This infotype will be supported with ‘HRP’ tables and structures. This infotype will be constructed to store the eligibility flags for:

- Essential/Mandatory
- Eligibility for Night Shift Premium
- Eligibility for Weekend Premium
- Eligibility for Baylor Plan Contract
- Eligibility for Nurses Incentive Premium
- Eligibility for On Call Pay/Accumulation

There will be four fields for On Call eligibility. Three fields are check boxes and the fourth field is a field that stores an amount. The three check boxes are mutually exclusive (only one can be checked at any one time).

Checkbox 1 is for ‘Not Eligible’

Checkbox 2 is for ‘Collect comp time’

Checkbox 3 is for ‘Pay on call’

If the check box for ‘Pay on call’ is checked, the field for the amount is available for input.

If checkbox 2 is checked and the object is a ‘C’ (job), then determine the number of people assigned to the positions which are ‘described by’ the job and create an IT 2012 record for each employee with the sub type 5000, and the number of hours of ‘1’ for the validity period of the infotype record on the job.

Check relationship for all positions ‘described by’ the job and for each position determine ‘the holder’ of the position. For each personnel number (holder of the position) create the IT2012.

If checkbox 3 is checked and the object is a ‘C’ (job), then determine the number of people assigned to the positions which are ‘described by’ the job and create an IT 2012 record for each employee with the sub type 5010, and the number of hours of ‘1’ for the validity period of the infotype record on the job.

RICE Item List A023

Development of a function or operation to calculate the number of days in a period.

1.4 Manage CATS Profiles

1.4.1 Process Overview

The primary time entry tool in SAP is the Cross Application Time Sheet (CATS) transaction. CATS Profiles are used to determine the parameters defining the screen presented to the user. These profiles must be maintained to meet business needs.

1.4.2 Process Definition

1.4.2.1 Process Description

The Manage CATS Profiles process begins with someone reviewing the existing profiles in SAP. This reviewer will typically be someone in a position of authority in the HR or Payroll units within the Agencies.

During the review of existing profiles, the reviewer must determine whether they are sufficient to meet current business needs, or if new profiles are needed, or if existing profiles need to be changed. If no additions or changes are needed, then this process ends.

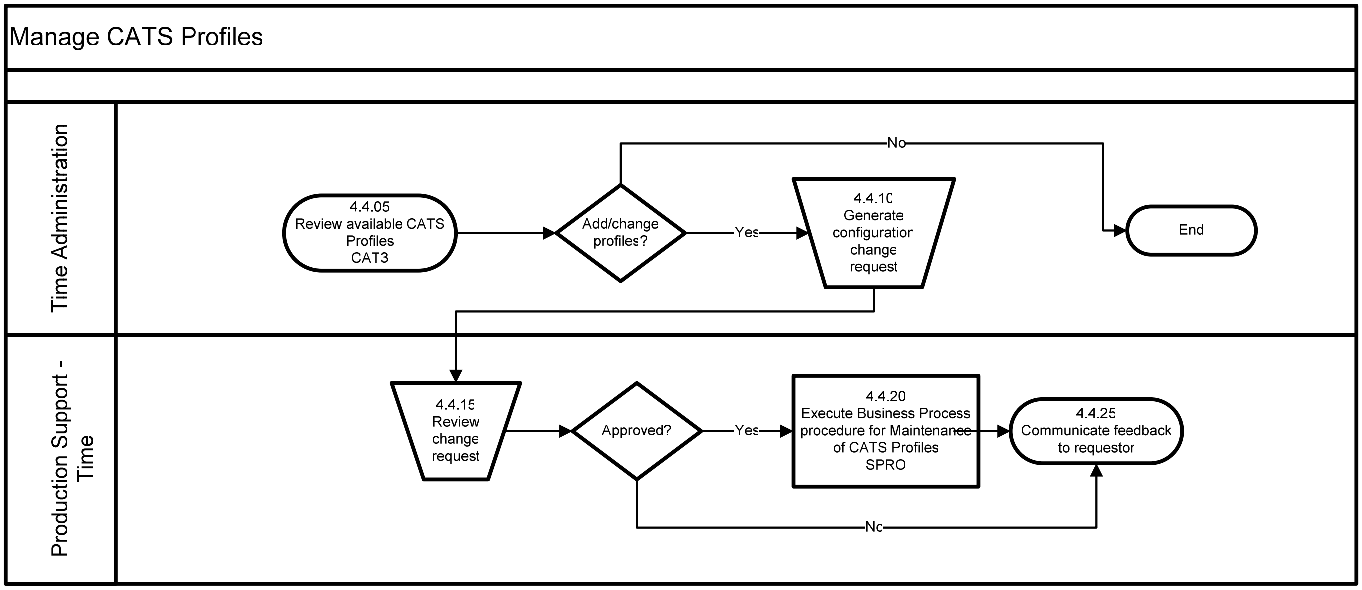
If a need for an addition or a change is identified, then the reviewer must initiate a Change Request that will be submitted to the SAP System Maintenance group. This Change Request should provide as much detail as possible about the business rules involved and the needs that the new profile(s) are intended to meet.

The SAP System Maintenance group will review the Change Request through the established change request process and determine whether the Change Request is approved or not.

If the Change Request is not approved, this decision is communicated back to the requestor, with appropriate explanation or documentation.

If the Change Request is approved, then a user with the “Production Support – Time” role will then execute the business process procedure for maintaining CATS profiles in SAP. When complete, they will communicate this information back to the requestor.

1.4.2.2 Process Flow



1.4.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.4.05	Review available CATS profiles See BPP	CAT3	**START**	N/A	Time Administration
	Add/Change profiles?	Manual	Decision	If yes, go to step 4.4.10 If no, go to **END** – Profiles are ok	Time Administration
4.4.10	Generate configuration change request	Manual	N/A	N/A	Time Administration
4.4.15	Review change request	Manual	N/A	N/A	Production Support - Time
	Approved?	Manual	Decision	If yes, go to step 4.4.20 If no, go to step 4.4.25	Production Support - Time
4.4.20	Execute Business Process procedure for Maintenance of CATS Profiles See BPP	SPRO/Solution Manager – Set Up Data Entry Profiles and Field Selection	N/A	Communicate feedback to requestor	Production Support – Time
4.4.25	Communicate feedback to requester	Manual	N/A	**END**	Production Support – Time

1.4.3 Solution Recommendations

Different groups of users are required to enter different information when recording their working times according to the requirements of their Agency. For this reason, various data entry screens are provided. When employees record working times, they call the time sheet by either being assigned a **data entry**

profile or specifying a **data entry profile**. ESS users are required to use an assigned profile specified through user parameter CVR. The profile supports the specific data entry process and determines the layout of the time sheet. The various data entry profiles provide employees with a data entry view that is tailored to their area of activity and that fulfills the business requirements of the Agency. It can also be used to view different periods of time in the timesheet.

The Time Team recommends the creation of the following data entry profiles:

- Some groups only need to enter exception time for excess hours and/or leave usage and only require a simple profile with minimal fields including Attendance/Absence Type and Hours by date. The period of time should be one week. Users needing to report time for multiple weeks can view additional weeks by scrolling forward using screen controls, or by entering a different Key Date on the initial transaction screen.
- Other groups need to record all time and to record time against charge objects. They will need a profile displaying the appropriate charge object fields. Several profiles may be required in order to provide the appropriate combination of charge object fields. These charge objects will be entered into customer-definable fields in CATS. The period of time for these profiles should be one week.

DOT employees' time will be interfaced into BEACON SAP and therefore will not be entered manually via a profile in BEACON SAP.

The naming convention for Data Entry Profiles will be:

- (8 character, alpha-numeric values)
- CATS001 for the non-agency specific profile
- ESC001, ESC002 etc for agency specific profiles (not one per agency, but one per combination of fields)

The time entry section of the screen will use a period of time of one week. The user will be able to scroll forward one week and back one week.

The non-specific profile for time entry using CATS will be a simple profile with minimal fields. These fields are:

- Attendance/Absence Type (with NO default value)
- Hours by date

The Agency specific profile(s) for time entry will initially include the following fields:

- Attendance/Absence Type (with a default value of 9500 "Working Hours")
- Charge object fields (up to four fields for time entry)
- Hours by date

The Agency specific profile(s) for DOT, which will be used for the review of time data, will initially include the following fields:

- Attendance/Absence Type
- Receiver Order field (for display of internal orders that have been transferred in the interface)
- Hours by date

Data entry profiles for time administrators

Data entry profiles for time administrators will meet the same standards for display as the single entry profiles; however, these profiles will allow the entry of time data for multiple employees. These profiles will be used through the SAP GUI.

Data entry profiles Approval and Transfer of Data to HR

Data entry profiles for time administrators that meet the standard for “approved” will automatically transfer the data to HR.

Supervisors and managers that have approval authority will have profile settings that will automatically transfer the time data to HR when they approve records.

Time data entries requiring approval will only be transferred to HR after approval by either a time administrator or a supervisor/manager.

1.4.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Data entry profiles		

1.4.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No changes to policy required.	N/A	N/A	N/A
Procedures for changing the look of an entry screen only change due to a new system being used.	All	Low	With BEACON SAP replacing Central Payroll’s system, users will be using a new system. Requesting changes to the screen will be processed very similarly to the current procedure, albeit the changes are for a different system.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
None.			
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
None.			

1.4.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Users must have access to ESS or R/3.	Jan 2008	Access to ESS requires a browser. Access to R/3 requires installed SAP graphical user interface (gui).

1.4.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Personnel master data will be referenced.	PA	Time data is entered for a specific Personnel Number which represents a single employee. This data will be pulled from PA infotypes.

1.4.8 Development Items

No development required to manage CATS profiles.

1.5 Manage Charge Objects

1.5.1 Process Overview

This document describes the process for creating and changing the charge objects that time can be coded against in time recording. These objects are used to separate time for reporting and billing purposes in external systems. The need for charge objects was identified in the Blueprint workshops. There will be no project or fiscal support for charge objects identified by the individual agencies (i.e., there will be no SAP FI or LO objects created or maintained as a result of the BEACON HR Payroll project). Each Agency will maintain their own list of charge objects within SAP.

1.5.2 Process Definition

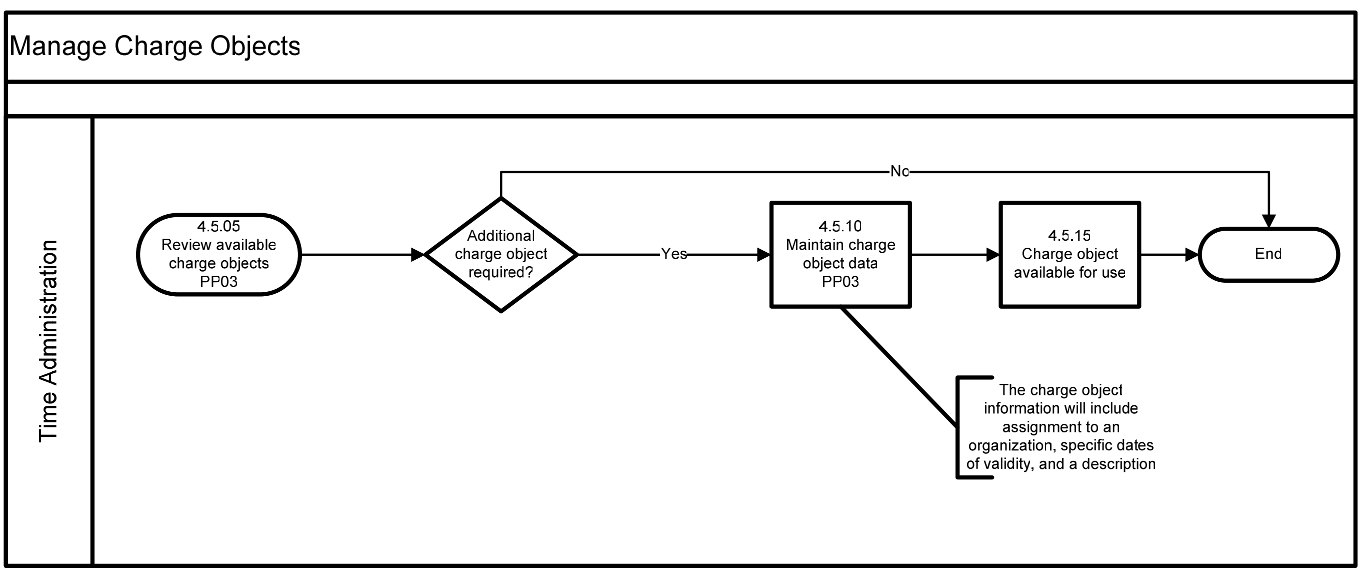
1.5.2.1 Process Description

The Manage Charge Objects process begins with someone reviewing the existing values in SAP. This reviewer will typically be someone in a position of authority in the Finance, HR or Payroll units within the Agencies.

During the review of existing values, the reviewer must determine whether the values are sufficient to meet current business needs, if new values are needed, or if existing values need to be changed. If no additions or changes are needed, then this process ends.

If the need for additions or changes is identified, then the reviewer must notify someone with the appropriate authorizations, and that person will execute the business process procedure for maintaining charge objects in SAP.

1.5.2.2 Process Flow



1.5.2.3 *Process Steps*

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.5.05	Review available charge objects See BPP	PP03 (select appropriate object types and action)	**START**	N/A	Time Administration
Decision	Additional charge objects required?	Manual	Decision	If yes, go to step 4.5.10 If no, go to **END** – Available charge objects are ok	Time Administration
4.5.10	Maintain charge object data See BPP	PP03 (select appropriate object types and action)	N/A	N/A	Time Administration
4.5.15	Charge object available for use	N/A	N/A	**END**	Time Administration

1.5.3 Solution Recommendations

The solution consists of two components:

- Identification of the three (3) elements making up a charge object (project, activity and segment) and
- Identification of these fields during the time recording process.

Identifying the three charge object elements

Standard SAP structures and processes will be used to identify and manage the charge objects used by specific agencies for time recording.

Each of these objects will be represented in SAP using a custom object type. These objects types are Z1 – “Charge ID”, Z2 – “Activity” and Z3 – “Sub-Activity”.

Each of these will be associated with another using the relationships Z91, Z92 and Z93.

The org unit or position “Includes” (Z91) the Charge ID (Z1) which “Allows” (Z92) the Activity (Z2) which → “Includes” (Z93) the Sub-Activity (Z3).

Managing Charge IDs

These will be maintained using appropriate actions allowing the maintenance of:

- Creation of a charge ID and assignment of the charge ID’s to org structure object (Org unit or position)
- Creation of charge ID’s and assignment of existing activities
- Creation of Activities and assignment of Sub-Activities
- Creation of Sub-Activities and assignment to Activities
- Configure appropriate evaluation paths for use in the select help, validation processes in the time sheet and reporting.

These following fields will be added to the CATS data base to support the capture of charge objects with time data. RICE ID: A031. These values will not be included in Payroll processing, but will be made available through reporting for use by the agencies.

1. Charge ID
2. Charge ID text
3. Activity
4. Activity Text
5. Sub Activity and
6. Sub-Activity text

Each of these objects and relationships will be defined with validity dates.

1.5.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Object types for Charge ID, Activity, Sub-Activity	Z1, Z2, Z3	
Relationships	Z91, Z92, Z93	
Actions for the management of the object types	91, 92, 93	

1.5.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Charge objects will need to be maintained in the BEACON SAP system.	All	Low	The use of a Charge Object will require the prior creation of a Charge Object by the person responsible for maintaining the Charge Objects in that Agency. This is an internal Agency communication and training issue.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
None.			
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Users will need to be assigned the duties of maintaining the charge objects in BEACON SAP.	All	Low	Agencies using Charge Objects typically have someone assigned to maintain the list of charge objects. That person will do the same in the SAP environment. This person will need to be trained appropriately.

1.5.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access and Authorization in R/3	Agency go-live.	

1.5.7 Integration Points

In many cases, the need for Charge Objects is related to a requirement to track grants or generate billing to an external entity. BI will support reporting hours and Charge Objects by specified period. The reporting of hours, Charge Objects and dollars is not in scope at this time.

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Reporting of time charged to charge objects will be required.	BI	Users will need to be able to report on and/or extract data from BI to support their reporting and billing processes external to BEACON SAP.
Object type management	OM	New processes to update these objects as necessary.
Authorization to maintain these objects will require specific attention.	Security	A separate role will be required to allow the user to only have access to the "charge object" object types.

1.5.8 Development Items

RICE ID: A030 A custom transaction code may be required to enable maintenance of the configured OM object types, if a decision is made that using standard OM transactions is not appropriate. Realization testing results will enable this decision.

RICE ID: A031 A user exit in CATS will be required to enable validation and selection of these objects in CATS. A Customer Include in CATS will be used to define and use these fields in the time sheet.

RICE ID: C071 A conversion program will be built to facilitate the initial load of charge objects into the BEACON system.

1.6 Manage Holiday Calendars

1.6.1 Process Overview

The Manage Holiday Calendars process is necessary to manage the definitions of the holiday calendar(s) in SAP. The Holiday Calendar is necessary for the operation of the system. It is used to identify the holidays that are to be considered in Human Resources (HR). Holiday calendars are assigned to the Personnel Area/Subarea in the Enterprise Structure.

The Holiday Calendar consists of two components:

A. The definition of the holidays - This step identifies the actual definition used when the calendar is generated. Definitions include a specific date (for example 01/01 of any year), a relative date (the first Monday after 22 May), or a flexible date (07/04, unless this is a Saturday, then make the holiday valid on the Friday before 07/04).
B. The generation of the calendar - This step applies the definitions to a calendar in order to assign the definitions and make them available for review. The calendar can be generated as far into the future as needed based on the requirements and practices of the State of North Carolina.

The following Holiday Calendars are required for North Carolina:

- The State of North Carolina Holiday Calendar
- The State of North Carolina Education Holiday Calendar
- The State Education Lottery Calendar
- The State Alternate Holiday Calendar
- Federal Holiday Calendar (National Guard Staff)

1.6.2 Process Definition

1.6.2.1 Process Description

Review the SAP Holiday Calendar – Each Agency will review the holiday calendar for the dates and holidays that they require. If they determine that the holidays are unacceptable, then a configuration change request form must be processed to implement the change to the Holiday Calendar.

Generate configuration change request – Each year a change to the configuration of the Holiday Calendar will be required for the North Carolina Education Calendar. Either changes to the following year's holiday schedule must be made, or the current holiday calendar must be extended into the next year. This change request will communicate to the system maintenance staff that a change is required. The maintenance staff will then execute the appropriate steps as described in the BPP for Holiday Calendar Maintenance.

Communicate completed change to request - This step provides feedback to the representatives of the appropriate agency concerning the new holiday schedule and asks these persons to validate the correct identification of the holidays using the BPP "Review the Holiday Calendar".

Each required calendar is described in detail below.

State of North Carolina Holiday Calendar

Definitions of Holidays

The State of North Carolina Holiday Calendar consists of the holidays as determined in the State Personnel Act (Chapter 126-4 of the North Carolina Statutes).

NOTE: Fri/Mon slide means that if the scheduled holiday happens to fall on a Saturday, then the holiday will be observed on the previous Friday and if the holiday falls on a Sunday, then the holiday will be observed on the following Monday.

The following authorized holidays are defined as:

- New Year's Day — 01/01 fixed date, Fri/Mon slide
- Martin Luther King, Jr.'s Birthday — First Monday after 01/15
- Good Friday — Two days before Easter
- Memorial Day — First Monday after 05/25
- Independence Day — 07/04, Fri/Mon slide
- Labor Day — First Monday after 09/01
- Veterans Day — 11/11 of any one year
- Thanksgiving — First Thursday after 11/21
- Thanksgiving Friday — First Friday after 11/21
- Christmas (2 days) — 12/25 and 12/26
- Additional Christmas — 12/24 as appropriate
- Christmas holidays are managed in the following manner as the policy states that if the Christmas holiday falls on a Tuesday, Wednesday or Thursday an additional holiday will be granted:
  - If the 25th falls on a Monday then the Monday and Tuesday will be defined in the system as the observed holidays.
  - If 12/25 falls on a Tuesday, Wednesday or Thursday, then the 24th, and 26th are also identified as holidays in the system. The holidays are identified as the "Additional Christmas Holiday".
  - If the 25th falls on a Friday, then the Thursday before (Dec 24) and the Monday following the (Dec 27) are the observed holidays identified in the system.
  - If the 25th falls on a Saturday, the guaranteed holiday for Christmas is identified as the 24th of December and the 26th of December will be identified in the system on the 27th of December resulting in the Friday and following Monday being those working days identified in the system as the holidays.
  - If the 25th falls on a Sunday the following Monday and Tuesday are identified as those working days identified in the system as the holidays.

All holidays in the system will be identified with the Holiday Class of '1'.

The Sort Criteria for the holiday definitions will be "NC".

Generation of the Holiday Calendar

Following the definition of the Holidays, the Holiday Calendar must be generated.

The Calendar ID of the State Holiday Calendar will be "NC".

The text describing the calendar will be 'North Carolina State Calendar'.

Holiday calendars will be initially generated from 2004 up through 2020.

NOTE: It is a technical requirement that at any one time the previous year, current year and the following year MUST be defined and generated in the SAP system. This will ensure that definitions necessary for time and payroll processing will be available.

Holiday Calendars will be reviewed annually for compliance with State Personnel Policies.

The Holiday Calendars will be confirmed annually with the State Personnel Commission.

State of North Carolina Education Holiday Calendar

The holidays that are used by the State of North Carolina Education Holiday Calendar are the same as those of the basic State of North Carolina Holiday Calendar for planning purposes. Based on the school schedules the holiday definitions are managed in order to reduce disturbances to the required class schedule. Planning the class schedule is out of scope of this project, but after the class schedule has been completed, then the holidays are reviewed to determine when the holidays are defined in relation to the class schedule. In order to minimize mid-week disruption, holidays are moved to be observed in conjunction with a set of days off to a Friday that would support a "long weekend" (example: Veteran's Day is moved to extend the Thanksgiving Holiday). This leads to a savings in operational cost (transportation, cafeteria services, janitorial services, etc).

This document outlines the steps to configure the Holiday Calendars in the SAP system for the State of North Carolina Education Holiday Calendar.

Definitions of Holidays

The State of North Carolina Holiday Calendar consists of the holidays as determined in the State Personnel Act (Chapter 126-4 of the North Carolina Statutes). The DHHS Office of Educational Services reviews and determines the calendar dates to be used as holidays for employees in educational facilities.

NOTE: Each of the definitions below is based on the State definitions. The DHHS OES may define alternate dates for each based on their individual annual analysis.

Fri/Mon slide means that if the scheduled holiday happens to fall on a Saturday, then the holiday will be observed on the previous Friday and if the holiday falls on a Sunday, then the holiday will be observed on the following Monday.

The following authorized holidays are defined as:

- New Year's Day — 01/01 fixed date, Fri/Mon slide
- Martin Luther King, Jr.'s Birthday — First Monday after 01/15
- Good Friday — Two days before Easter
- Memorial Day — First Monday after 05/25
- Independence Day — 07/04, Fri/Mon slide
- Labor Day — First Monday after 09/01
- Veterans Day — 11/11 of any one year
- Thanksgiving — First Thursday after 11/21

- Thanksgiving Friday — First Friday after 11/21
- Christmas (2 days) — 12/25 and 12/26
- Additional Christmas — 12/24 as appropriate
- Christmas holidays are managed in the following manner:
  - If the 25th falls on a Monday then the Monday and Tuesday will be defined in the system as the observed holidays.
  - If 12/25 falls on a Tuesday, Wednesday or Thursday, then the 24th, and 26th are also identified as holidays in the system. The holidays are identified as the “Additional Christmas Holiday”.
  - If the 25th falls on a Friday, then the Thursday before (Dec 24) and the Monday following the (Dec 27) are the observed holidays identified in the system.
  - If the 25th falls on a Saturday, the guaranteed holiday for Christmas is identified as the 24th of December and the 26th of December will be identified in the system on the 27th of December resulting in the Friday and following Monday being those working days identified in the system as the holidays.
  - If the 25th falls on a Sunday the following Monday and Tuesday are identified as those working days identified in the system as the holidays.

All holidays in the system will be identified with the Holiday Class of ‘1’.

The Sort Criteria for the holiday definitions will be “ED”.

Generation of the Holiday Calendar

Following the definition of the Holidays, the Holiday Calendar must be generated.

The Calendar ID of the State Education Holiday Calendar will be “ED”.

The text describing the calendar will be ‘NC Education Calendar’.

Holiday calendars will be initially generated from 2004 up through 2020.

NOTE: It is a technical requirement that at any one time the previous year, current year and the following year MUST be defined and generated in the SAP system. This will ensure that definitions necessary for time and payroll processing will be available.

Holiday Calendars will be reviewed annually for compliance with State personnel policies.

The Holiday Calendars will be confirmed annually with the State Personnel Commission.

North Carolina Education Lottery (NCEL) Holiday Calendar

The holidays that are used by the NCEL Holiday Calendar are the same as those of the basic State of North Carolina Holiday Calendar for planning purposes. However, they are authorized a specific set of days at Christmas and do not have the additional day off if Christmas falls in the middle of the week.

This document outlines the steps to configure the Holiday Calendars in the SAP system for the NCEL Holiday Calendar.

Definitions of Holidays

The North Carolina Education Lottery Holiday Calendar consists of the holidays as determined in the NCEL Policy.

NOTE: Fri/Mon slide means that if the scheduled holiday happens to fall on a Saturday, then the holiday will be observed on the previous Friday and if the holiday falls on a Sunday, then the holiday will be observed on the following Monday.

The following authorized holidays are defined as:

- New Year's Day — 01/01 fixed date, Fri/Mon slide
- Martin Luther King, Jr.'s Birthday — First Monday after 01/15
- Good Friday — Two days before Easter
- Memorial Day — First Monday after 05/25
- Independence Day — 07/04, Fri/Mon slide
- Labor Day — First Monday after 09/01
- Veterans Day — 11/11 of any one year
- Thanksgiving — First Thursday after 11/21
- Thanksgiving Friday — First Friday after 11/21
- Christmas (2 days) — 12/25 and 12/26, or 12/24 and 12/25
- Christmas holidays are managed in the following manner:
  - If the 25th falls on a Monday then the Monday and Tuesday will be defined in the system as the observed holidays.
  - If the 25th falls on a Friday, then the Thursday before (Dec 24) and the Monday following the (Dec 27) are the observed holidays identified in the system.
  - If the 25th falls on a Saturday, the guaranteed holiday for Christmas is identified as the 24th of December and the 26th of December will be identified in the system on the 27th of December resulting in the Friday and following Monday being those working days identified in the system as the holidays.
  - If the 25th falls on a Sunday the following Monday and Tuesday are identified as those working days identified in the system as the holidays.

All holidays in the system will be identified with the Holiday Class of '1'.

The Sort Criteria for the holiday definitions will be "EL".

Generation of the Holiday Calendar

Following the definition of the Holidays, the Holiday Calendar must be generated.

The Calendar ID of the NCEL Holiday Calendar will be "EL".

The text describing the calendar will be 'NCEL Calendar'

Holiday calendars will be initially generated from 2004 up through 2020.

NOTE: It is a technical requirement that at any one time the previous year, current year and the following year MUST be defined and generated in the SAP system. This will ensure that definitions necessary for time and payroll processing will be available.

State of North Carolina Alternate Holiday Calendar

The holidays that are used by the State of North Carolina agencies and departments for those areas demanding 24x7 coverage can elect to have an alternate holiday calendar. These calendars reflect the holidays defined on the specific dates of the holidays.

NOTE: There is no provision for the assignment of the slide of the holiday from a Saturday or Sunday to an alternate working day automatically.

This document outlines the steps to configure the Holiday Calendars in the SAP system for the State of North Carolina Alternate Holiday Calendar.

Definitions of Holidays

The State of North Carolina Holiday Calendar consists of the holidays as determined in the State Personnel Act (Chapter 126-4 of the North Carolina Statutes). The agencies electing to define an alternate holiday calendar have chosen to assign the holidays to the date on which the holiday falls.

The following authorized holidays are defined as:

- New Year's Day — 01/01 fixed date, Fri/Mon slide
- Martin Luther King, Jr.'s Birthday — First Monday after 01/15
- Good Friday — Two days before Easter
- Memorial Day — First Monday after 05/25
- Independence Day — 07/04, Fri/Mon slide
- Labor Day — First Monday after 09/01
- Veterans Day — 11/11 of any one year
- Thanksgiving — First Thursday after 11/21
- Thanksgiving Friday — First Friday after 11/21
- Christmas (2 days) — 12/25 and 12/26
- Additional Christmas — 12/24 as appropriate

All holidays in the system will be identified with the Holiday Class of '1'.

The Sort Criteria for the holiday definitions will be "AC".

Generation of the Holiday Calendar

Following the definition of the Holidays, the Holiday Calendar must be generated.

The Calendar ID of the Alternate State Holiday Calendar will be "AC".

The text describing the calendar will be 'North Carolina Alternate Calendar'.

Holiday calendars will be initially generated from 2004 up through 2020.

NOTE: It is a technical requirement that at any one time the previous year, current year and the following year MUST be defined and generated in the SAP system. This will ensure that definitions necessary for time and payroll processing will be available.

Holiday Calendars will be reviewed annually for compliance with State personnel policies.

The Holiday Calendars will be confirmed annually with the State Personnel Commission.

Federal Holiday Calendar

The holidays that are used by the State of North Carolina National Guard Staff use the federal holiday calendar. These calendars are based on the holidays defined by the US Office of Personnel Management (OPM) holidays (as defined on the OPM website).

NOTE: There is no provision for the assignment of the slide of the holiday from a Saturday or Sunday to an alternate working day automatically.

This document outlines the steps to configure the Holiday Calendars in the SAP system for the State of North Carolina Alternate Holiday Calendar.

Definitions of Holidays

The State of North Carolina Holiday Calendar consists of the holidays as determined in the State Personnel Act (Chapter 126-4 of the North Carolina Statutes). The agencies electing to define an alternate holiday calendar have chosen to assign the holidays to the date on which the holiday falls.

The following authorized holidays are defined as:

▪ New Year’s Day	01/01 fixed date, Fri/Mon slide
▪ Martin Luther King, Jr.’s Birthday	First Monday after 01/15
▪ Washington’s Birthday	First Monday after 02/15
▪ Memorial Day	First Monday after 05/25
▪ Independence Day	07/04, Fri/Mon slide
▪ Labor Day	First Monday after 09/01
▪ Columbus Day	First Monday after 10/10
▪ Veterans Day	11/11 of any one year
▪ Thanksgiving	First Thursday after 11/21
▪ Christmas	12/25

All holidays in the system will be identified with the Holiday Class of ‘1’.

The Sort Criteria for the holiday definitions will be “FC”.

Generation of the Holiday Calendar

Following the definition of the Holidays, the Holiday Calendar must be generated.

The Calendar ID of the Alternate State Holiday Calendar will be “FC”.

The text describing the calendar will be ‘Federal Holiday Calendar’

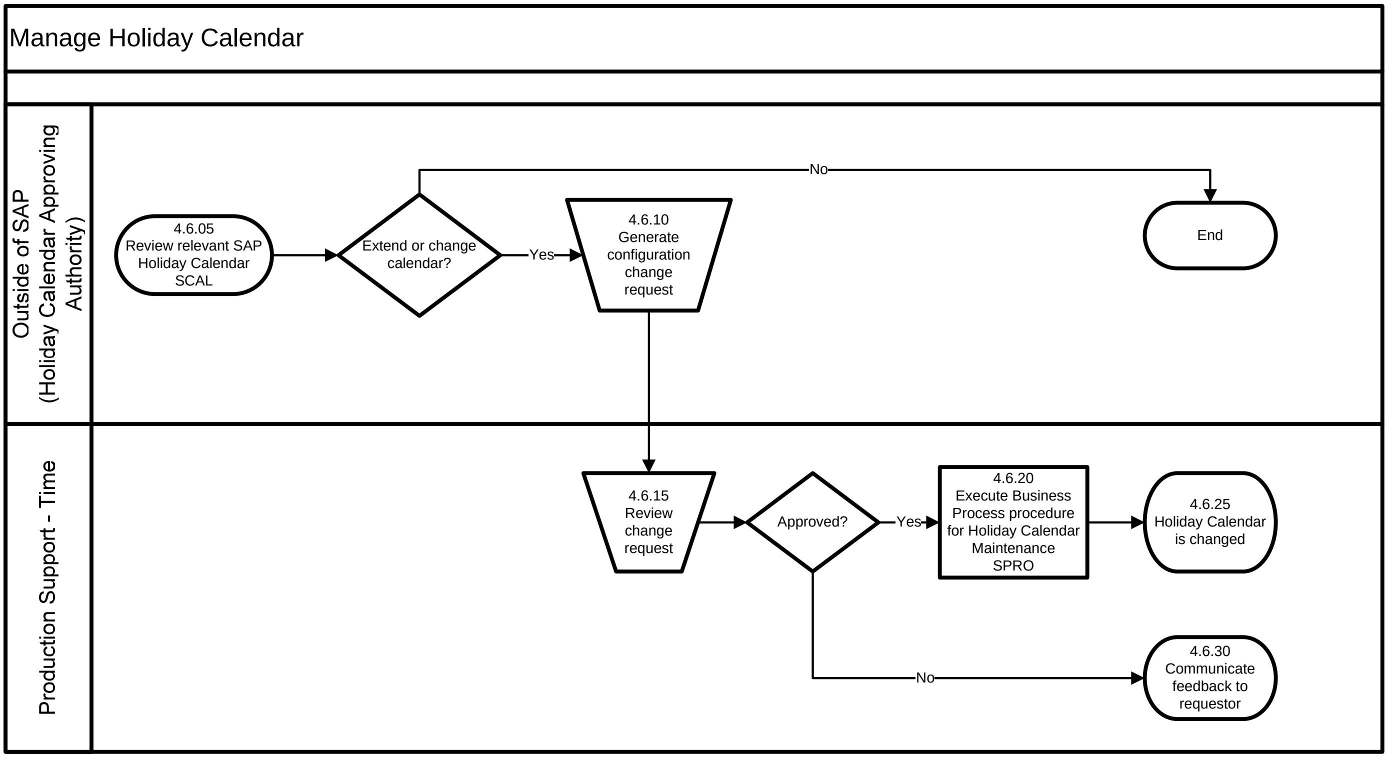
Holiday calendars will be initially generated from 2004 up through 2020.

NOTE: It is a technical requirement that at any one time the previous year, current year and the following year MUST be defined and generated in the SAP system. This will ensure that definitions necessary for time and payroll processing will be available.

Holiday Calendars will be reviewed annually for compliance with State personnel policies.

The Holiday Calendars will be confirmed annually with the State Personnel Commission.

1.6.2.2 *Process Flow*



1.6.2.3 *Process Steps*

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.6.05	Review relevant SAP Holiday Calendar See BPP	SCAL	**START**	N/A	Outside of SAP (Holiday Calendar Approving Authority)
Decision	Extend or change calendar?	Manual	Decision	If yes, go to step 4.6.10 If no, go to **END**– Holiday Calendar is SAP is ok	Outside of SAP (Holiday Calendar Approving Authority)
4.6.10	Generate configuration change request	Manual	N/A	N/A	Outside of SAP (Holiday Calendar Approving Authority)
4.6.15	Review change request	Manual	N/A	N/A	Production Support - Time
Decision	Approved?	Manual	Decision	If yes, go to step 4.6.20 If no, go to step 4.6.30	Production Support - Time
4.6.20	Execute Business Process procedure for Holiday Calendar Maintenance See BPP	SPRO/ Solution Manager	N/A	N/A	Production Support – Time
4.6.25	Holiday Calendar is changed	Manual	N/A	**END**	Production Support – Time

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.6.30	Communicate feedback to requestor	Manual	N/A	**END**	Production Support – Time

1.6.3 Solution Recommendations

Each holiday calendar will be separately identified.

Settings will be made as required to identify each holiday as appropriate for the generation of the calendar.

1.6.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Holiday Calendar NC		
Holiday Calendar ED		
Holiday Calendar EL		
Holiday Calendar AC		
Holiday Calendar NG		

1.6.5 Change Management Considerations

Holiday Calendar maintenance is required for proper functioning of the SAP system, consequently all time management functions being implemented with BEACON HR/PAYROLL require the definition of the holiday calendar.

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
The use of calendars alleviates the need for some agencies to track holidays taken one-by-one with specific coding. (common in 24x7 and Law Enforcement operations when employees are expected to take holidays on dates other than the specified calendar date).	Agencies with Law Enforcement and/or 24x7 Operations	Low	This is a positive change to a tedious manual tracking process in place now.
The use of calendars will allow for the automation of payouts when holidays haven't been taken in the specified time. The practice of payouts for holidays worked (not taken off) varies greatly between Agencies. (This also applies to the evaluation of holiday comp time owed to an employee on separation.)	All	Medium	This is primarily a training issue and should be a win for affected organizations.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Extended impact due to calendar being recorded in the SAP system. When a change is necessary, the lead time for the configuration process must be taken into account.	OES(DHHS) /OSP/ NCEL/Federal	High	A review of the holidays for the next five to ten years should be done in preparation of the implementation of BEACON.

JOB ROLE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
The explicit entry of a holiday will not be required when the scheduled holiday falls on a regularly scheduled work day.	Agencies that require exception-based time recording	Low	Training issue to emphasize that a holiday is not an 'exception' requiring time entry unless the employee WORKS on the holiday.

1.6.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
None		

1.6.7 Integration Points

No other tools are used; no other systems are included in the BPS design process.

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Time management processes	Time	
Payroll Processes	Payroll	
Integration with Enterprise Structure objects	PA	Holiday calendars assigned to Personnel Area/Subarea.
Future Logistics functions may use calendar definitions in the configuration of the factory calendars used by logistics modules (PS specifically).	Future implementation	

1.6.8 Development Items

None specifically identified at this time.

1.7 Manage Quotas and Quota Processing

1.7.1 Process Overview

Quotas will be established in SAP to manage the current policy-derived leave entitlements for eligible employees. Each quota has its own properties, such as amounts accrued, validity dates, and payout provisions. This document describes the process for creating new Quotas and changing the properties of existing Quotas.

1.7.2 Process Definition

1.7.2.1 Process Description

This process will be executed when a need is identified to update the properties of an existing quota to reflect a change in business practices at the State level, or when a new quota needs to be established to meet new State requirements.

During the review of existing values, the reviewer must determine whether the values are sufficient to meet current business needs, or if new values are needed, or if existing values need to be changed. If no additions or changes are needed, then this process ends.

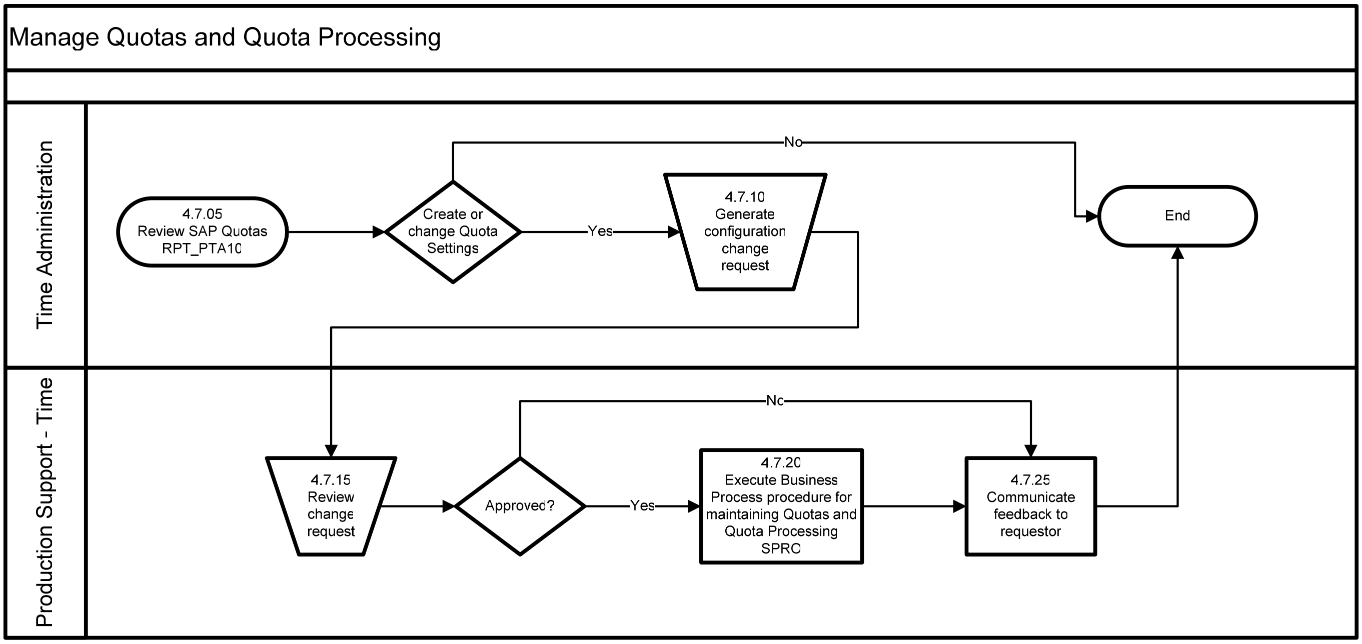
If the need for additions or changes is identified, then the reviewer must initiate a Change Request that will be submitted to the Production Support-Time team. This Change Request should provide as much detail as possible about the business rules involved and the need that the new value(s) are intended to meet.

The Production Support-Time team will review the Change Request through the established change request process and determine whether the Change Request is approved or not.

If the Change Request is not approved, this decision is communicated back to the requestor, with appropriate explanation or documentation.

If the Change Request is approved, then the Production Support-Time team will then execute the business process procedure for maintaining quotas in SAP. When complete, they will communicate this information back to the requestor.

1.7.2.2 Process Flow



1.7.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.7.05	Review SAP quotas See BPP	RPT_TPA10	START	N/A	Time Administration
	Create or change Quota Setting?	Manual	Decision	If yes, go to step 4.7.10 If no, go to END – Quota settings are ok	Time Administration
4.7.10	Generate configuration change request	Manual	N/A	N/A	Time Administration
4.7.15	Review change request	Manual	N/A	N/A	Production Support - Time
	Approved?	Manual	Decision	If yes, go to step 4.7.20 If no, go to 4.7.25	Production Support - Time
4.7.20	Execute Business Process for maintaining quotas and quota processing See BPP	SPRO/Solution Manager	N/A	N/A	Production Support – Time
4.7.25	Communicate feedback to requestor		N/A	END	Production Support – Time

1.7.3 Solution Recommendations

Absence Quotas Infotype (2006)

IT2006 is used to manage time accounts that represent employees' absence entitlements or time credits. Each time account reflects the number of hours to which the employee has built or has been granted an entitlement.

Absence quota type

Absence quotas are grouped into absence quota types in Customizing. Absence quota types are subtypes of the Absence Quotas infotype (2006). The Time Team recommends that time accounts be managed in hours (Unit field), for all absence quota types.

Validity and deduction period

Absence quotas are only valid for a particular validity period. The deduction period stipulates when a quota can be deducted. The deduction period need not be the same as the validity period. The deduction and validity period will be determined for each specific quota type.

The Time Team recommends defining the following absence quota types:

- Vacation Leave
- Sick Leave
- Compensatory Leave
- Bonus Leave
- Holiday Compensatory Leave
- Community Service Leave
- Donated Shared Leave
- PTO (NCEL)
- Personal Time Off (HFA)
- Personal Day Off (NCEL)
- Advanced Vacation
- Advanced Sick

Attendance Quotas Infotype (2007)

The Time Team recommends defining the following attendance quota types:

- Advanced Vacation Leave
- Advanced Sick Leave
- Adverse Weather

IT2007 is used to manage time accounts that represent employees' liability to the State. Each time account reflects the number of hours to which the employee has built as a liability through taking time off for Adverse Weather conditions or having been granted an advance to their vacation or sick entitlement.

Attendance quota type

Attendance quotas are grouped into Attendance quota types in Customizing. Attendance quota types are subtypes of the Attendance Quotas infotype (IT2007). The Time Team recommends that time accounts be managed in hours (Unit field), for all quota types.

Validity and deduction period

Attendance quotas are only valid for a particular validity period. The deduction period stipulates when a quota can be deducted. The deduction period need not be the same as the validity period. The deduction and validity period will be determined for each specific quota type.

Attendance quotas will be managed according to the State policy (application of accruals against advances, application of mutual consent policies, etc).

1.7.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
IT2006		
IT2007		

1.7.5 Change Management Considerations

The implementation of Quotas in SAP, and the strict application of State policies will be a big change for many agencies.

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
The system configuration will be fully compliant with current State policy. Some agencies have more flexible interpretations of Leave policies and allow employees to go negative on Vacation or Sick leave. This will no longer be available with BEACON. The process to support the requirement to allow an employee time off when he/she has none left, the process is to create a specific advance of leave.	Some Agencies	Medium	This may require a cultural change within some agencies that have previously offered employees more flexibility than the policy allows. OSP may face resistance from agencies who have differed in their interpretation of OSP policy.
The establishment of Comp Time and Holiday Comp Time quotas will allow automation of the policy requirement that such time be paid after a year if not taken. The manual tracking of those entitlements will be eliminated.	Most	Low	The tracking and payout of these is a manual burden in most agencies.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
New tool for managing leave balances will be used.	All	Medium	Moving to a new tool for leave management functions will require training and a learning curve. Currently, there are various methods and tools in use by different agencies. Some are paper based, some are spreadsheet based, and some are sophisticated web-enabled systems.

JOB ROLE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Manual leave management will no longer be required.	Most	Low	The person currently responsible for maintaining a running total of individual leave balances will no longer have to keep those records. BEACON SAP will automatically manage the accruals and deductions of leave, based on time sheet entries.

1.7.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
None.		

1.7.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
None.		

1.7.8 Development Items

No development required.

1.8 Manage Scheduled Execution of Programs (Job Scheduling)

1.8.1 Process Overview

There are activities in SAP which are carried out in the background on a periodic basis. There may be business needs that arise that require the re-ordering or re-scheduling of the existing processes or 'jobs'. This process outlines the procedure for requesting changes to the existing job schedule.

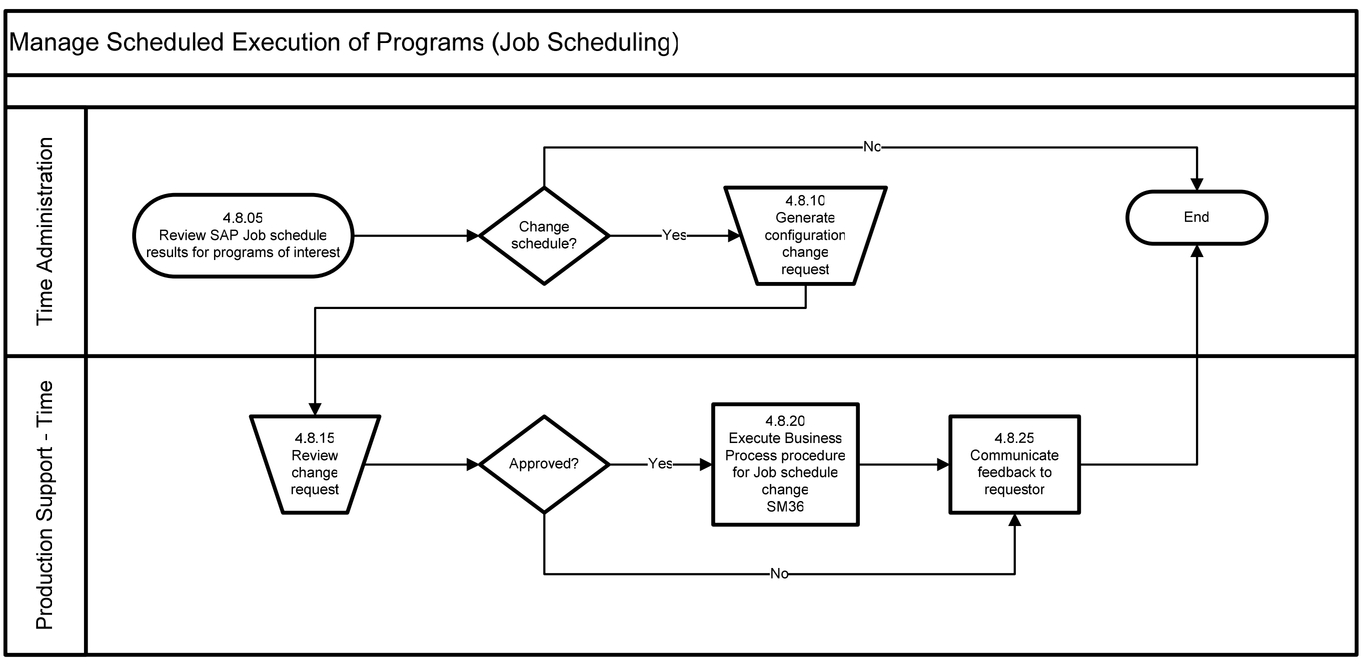
1.8.2 Process Definition

1.8.2.1 Process Description

When a review of the existing schedule reveals a business need to re-order or change the current job schedule, the requestor will generate a Change Request, in accordance with established procedures. The Change Request will be reviewed by the persons designated in the Change Request process.

If approved as a relevant and necessary change, the Business Process Procedure (BPP) for Job Schedule Change will be executed.

1.8.2.2 Process Flow



1.8.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.8.05	Review SAP job schedule results for programs of interest See BPP	Manual	START	N/A	Time Administration
	Change schedule?	Manual	Decision	If yes, go to step 4.8.10	Time Administration

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
				If no, go to END – Job schedule is ok	
4.8.10	Generate configuration change request	Manual	N/A	N/A	Time Administration
4.8.15	Review change request	Manual	N/A	N/A	Production Support - Time
	Approved?	Manual	Decision	If yes, go to step 4.8.20 If no, go to 4.8.25	Production Support - Time
4.8.20	Execute Business Process for job schedule change	SM36	N/A		Production Support – Time/Netweaver(Basis)
4.8.25	Communicate feedback to requestor	Manual	N/A	END	Production Support - Time

1.8.3 Solution Recommendations

Job scheduling is standard SAP functionality supported by the systems administration group (Basis or Netweaver Support).

1.8.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
None.		

1.8.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
None.			
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Batch Job scheduling will be a new responsibility that comes along with a new system.	SAP Support	Medium	Those employees who are assigned responsibility for SAP System Maintenance will have batch Job scheduling as part of their duties.
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
SAP System support personnel	SAP Support	High	This will be a new job role within state government.
Users will most likely discover the need to change the established schedule of program execution because the information that they are looking for is not available because either the program is still in process or has not run yet due to system load.	All	Med	The response relies on the duties of the person holding the position.

1.8.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to the results of the processes being executed.	Jan 2008	

1.8.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
System administration is responsible for scheduling of programs.	PT, Basis	Establish an overview of all programs to be automatically executed. This will provide an understanding of the requirements of the system each processing period (usually overnight).

1.8.8 Development Items

No development required.

1.9 Manage Settings for FML

1.9.1 Process Overview

The SAP system will be configured to manage the application of Federal and State rules regarding the Family and Medical Leave Act. It may eventually be determined that a change is necessary to the current system parameters for the administration of the FMLA policy. This process outlines the required steps to request such a change.

SAP will also be configured to mange Family Illness Leave. This is a State leave entitlement for employees that are otherwise not eligible for FMLA. Similar to FMLA, it involves specific limits over a fixed eligibility period to tend to medical issues of immediate family members.

1.9.2 Process Definition

1.9.2.1 Process Description

During the review of existing FMLA or Family Illness Leave (FIL) rules, the reviewer must determine whether the system parameters are sufficient to meet current business needs and Federal requirements. If not, the reviewer must determine if the system requires new functionality, or a modification of existing functionality.

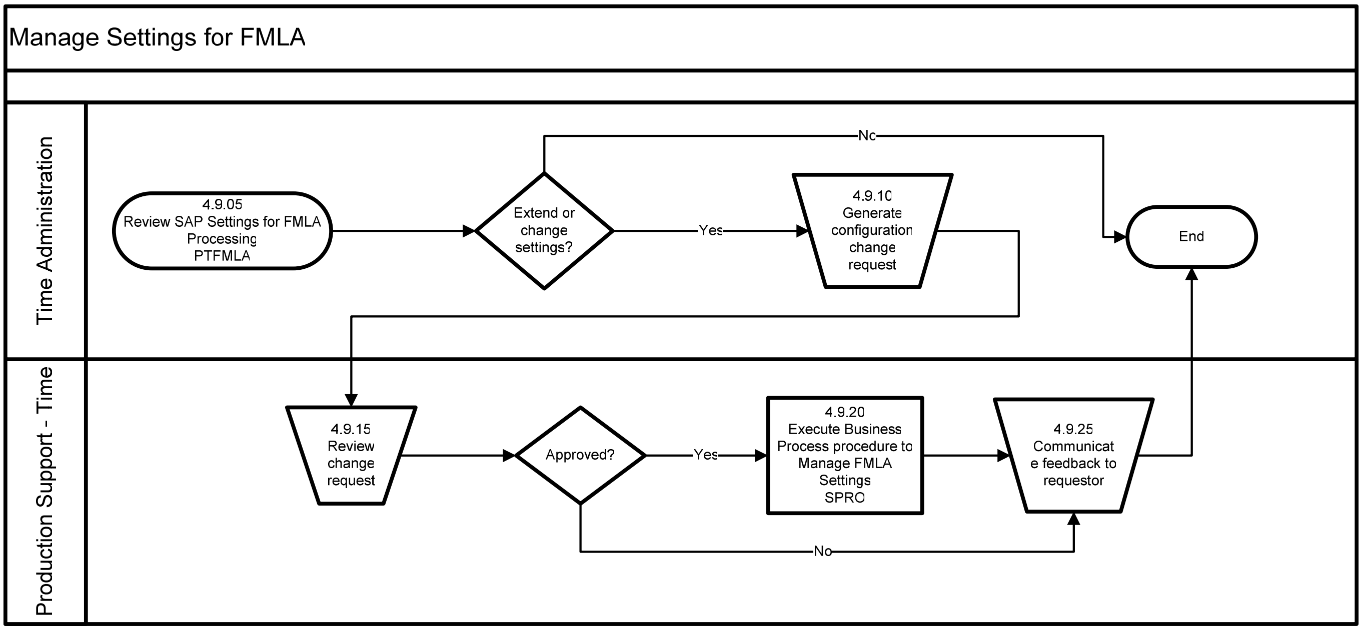
If a change is required, the reviewer must initiate a Change Request that will be submitted to the SAP System Maintenance group.

The SAP System Maintenance group will review the Change Request through the established change request process and determine whether the Change Request is approved or not.

If the Change Request is not approved, this decision is communicated back to the requestor, with appropriate explanation or documentation.

If the Change Request is approved, then the SAP System Maintenance group will then execute the business process procedure for Managing FMLA and FIL Settings in SAP. When complete, they will communicate this information back to the requestor.

1.9.2.2 Process Flow



1.9.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.9.05	Review SAP Settings for FMLA Processing See BPP	PTFMLA	**START**	N/A	Time Administration
	Extend or change settings?	Manual	Decision	If yes, go to step 4.9.10 If no, go to **END** – FMLA settings are ok	Time Administration
4.9.10	Generate configuration change request	Manual	N/A	N/A	Time Administration
4.9.15	Review change request	Manual	N/A	N/A	Production Support - Time
	Approved?		Decision	If yes, go to step 4.9.20 If no, go to 4.9.25	Production Support - Time
4.9.20	Execute Business Process procedure to Manage FMLA Settings See BPP	SPRO/Solution Manager	N/A	**END** – Communicate feedback to requestor	Production Support – Time
4.9.25	Communicate feedback to requestor		N/A	**END**	Production Support – Time

1.9.3 Solution Recommendations

Use FMLA Workbench. Customize for the application of Family Illness Leave.

The FMLA workbench will be configured with the 4 reasons for the FMLA based on the federal statute. The workbench settings will also be made to reflect the FIL settings to support the State policy. These settings will have the appropriate rules and absence types for deduction configured. NOTE: Personal time off will be available for use with FMLA and FIL. Administrative time off will NOT be eligible for the reduction of the FMLA/FIL balances.

1.9.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
FMLA Workbench for FMLA and FIL		

1.9.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Federal FMLA rules are an integral part of the FMLA workbench. However, the interpretation of individual absences relevant to the FMLA event will be a manual process for either an Absence Coordinator or Leave Administrator.	All	Low	The FMLA workbench will facilitate the tracking of FMLA events but will not relieve the requirement to have personnel educated in the application of FMLA.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
FMLA/FIL administrators must be identified and assigned the appropriate access (currently under the role definition of "Leave Administrator").	All	Med	Most Agencies already have personnel knowledgeable in FMLA/FIL policy and practice. They will require training with the FMLA Workbench.
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
FMLA/FIL Administrators will be identified.	All	Low	Agencies will be required to assign the appropriate system access and training to manage FMLA and FIL.

1.9.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Users will require access to the FMLA Workbench in R/3.	Jan 2008	

1.9.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Personnel Action: LOA w/ Leave and LOA w/o Leave	PA	

1.9.8 Development Items

Customization will be required to accommodate Family Illness Leave (FIL) within the FMLA workbench (See RICE# A028 on the BEACON RICE List.). Standard FMLA functionality deducts one day from the 12 week allowance, which is appropriate for Family Medical Leave (FML), but FIL requires a week at a time to be deducted from the 52 week allowance. This different deduction for FIL will require customization.

1.10 Manage Settings for Military Data

1.10.1 Process Overview

The SAP system will be configured to enable the identification of Military personnel pursuant to North Carolina General Statute 127A-116 and the Uniformed Services Employment and Reemployment Rights Act of 1994. The correct identification of the employee as Military will facilitate the application of relevant benefits for Active Duty Training, Inactive Duty Training, Physical Examinations, Reserve Active Duty, Extended Active Duty (and Other Military Leave Without Pay), Civil Air Patrol and State Defense Militia and Reinstatement upon return from Military Leave.

It may eventually be determined that a change is necessary to the current system for the effective management of Military personnel. This process outlines the required steps to request such a change.

1.10.2 Process Definition

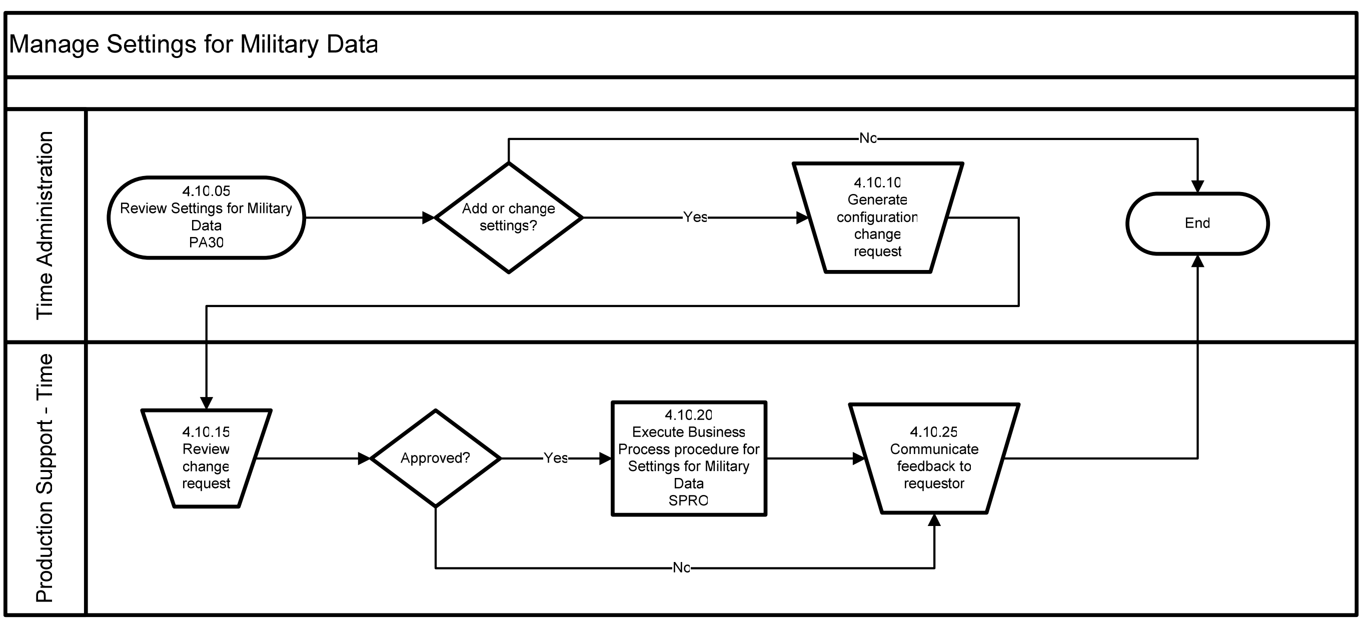
1.10.2.1 Process Description

This process will be executed when a need is identified to update the Military personnel designations to either reflect a change in business practices at the state level, or when there has been a change at the Federal level requiring some additional configuration.

When a need is identified, the requestor will generate a Change Request in accordance with established procedures. The Change Request will be reviewed by the persons designated in the Change Request process.

If approved as a relevant and necessary change, the BPP for Managing Settings for Military Data will be executed. When complete, the requestor will be notified.

1.10.2.2 Process Flow



1.10.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.10.05	Review Settings for Military Data	PA30	**START**	N/A	Time Administration
Decision	Add or change settings?	Manual	Decision	If yes, go to step 4.10.10 If no, go to **END** – Settings for Military data are ok	Time Administration
4.10.10	Generate configuration change request	Manual	N/A	N/A	Time Administration
4.10.15	Review change request	Manual	N/A	N/A	Production Support - Time
Decision	Approved?	Manual	Decision	If yes, go to step 4.10.20 If no, go to step 4.10.25	Production Support - Time
4.10.20	Execute Business Process procedure for Settings for Military Data	SPRO/Solution Manager	N/A	**END** – Communicate feedback to requestor	Production Support – Time
4.10.25	Communicate feedback to requestor	N/A	N/A	**END**	Production Support – Time

1.10.3 Solution Recommendations

The SAP system will be configured to enable the identification of Military personnel pursuant to North Carolina General Statute 127A-116 and the Uniformed Services Employment and Reemployment Rights Act of 1994. The correct identification of the employee as Military will facilitate the application of relevant benefits for Active Duty Training, Inactive Duty Training, Physical Examinations, Reserve Active Duty, Extended Active Duty (and Other Military Leave Without Pay), Civil Air Patrol and State Defense Militia and Reinstatement upon return from Military Leave. This information will be stored using the Military Service infotype (IT0081). This infotype will be configured to enable the identification of the branch and rank. Additionally, the record will support the identification of the unit to which the employee is assigned and a date which will be able to store the End Term of Service Date (ETS) for the employee's military affiliation.

1.10.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Military Service (IT0081)		

1.10.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
A future change to the settings for Military Data would be directly related to a change in state or Federal provisions for military personnel.	All	N/A	Initial go-live will not involve changes to current policy.

ORGANIZATIONAL FUNCTION IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Military service data in SAP.	All	Medium	Members of the Military will have to be flagged in SAP in order to be eligible for Military leave benefits.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
None			

1.10.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to R/3 is required to maintain this record.	Jan 2008	

1.10.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
PA - military designation	Functional – PA	The rules and settings established for military personnel will be dependent on an employee being designated as ‘Military’ by an appropriate HR representative.

1.10.8 Development Items

None known at this time.

1.11 Manage Work Schedule Rules

1.11.1 Process Overview

Implementing Time Management in SAP requires the identification of Planned Working Time. Every employee will have a designated Work Schedule against which their attendance and absences will be measured.

Work schedules are based on a number of elements that are combined to define a work schedule rule, which includes elements such as daily working times and break times for the employees in the State. This “pool” of elements enables you to set up new versions of work schedules by combining the elements in a variety of ways.

In a work schedule, you:

- Determine work and break times
- Assign different public holiday calendars to different elements of the enterprise structure in the State.
- Create work schedule assignments for members of the enterprise such as different shift models for different places of work, or different public holiday calendars for Agencies that require it

There may be a requirement to add a new Work Schedule to meet the business needs of the State. This process outlines the required steps to request a new Work Schedule.

1.11.2 Process Definition

1.11.2.1 Process Description

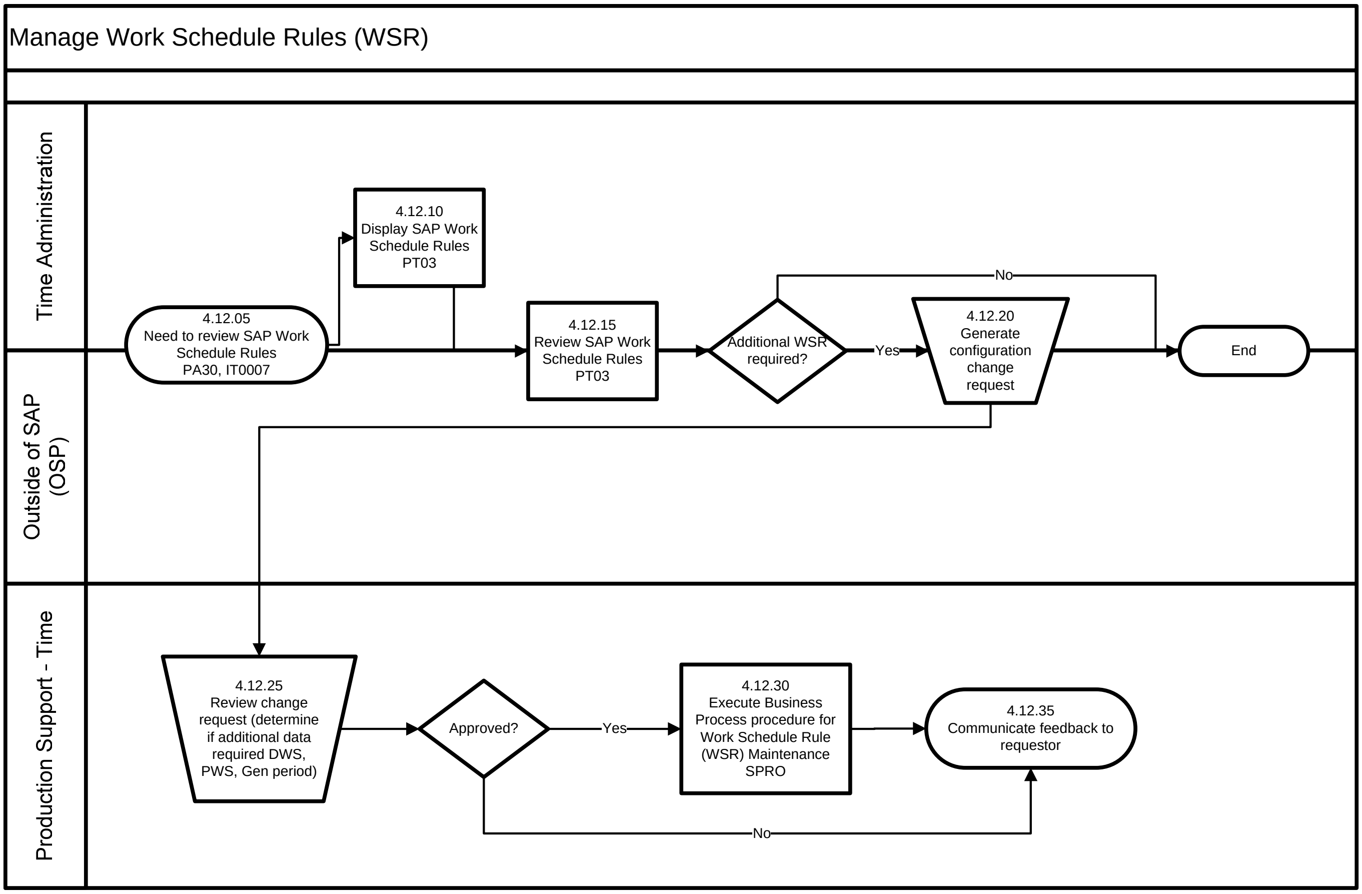
This process will be executed when a need is identified to add a new Work Schedule by an Agency or the Office of State Personnel.

When a need is identified, the requestor will generate a Change Request in accordance with established procedures. The Change Request will be reviewed by the persons designated in the Change Request process.

If approved as a relevant and necessary change, the BPP for Managing Work Schedule Rules will be executed.

When complete, the requestor will be notified.

1.11.2.2 Process Flow



1.11.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.12.05	Review SAP Work Schedule Rules See BPP	PA30/IT0007	START	N/A	Time Administration Outside of SAP (OSP)
4.12.10	Display SAP Work Schedule Rules	PT03	N/A	N/A	Time Administration
4.12.15	Review SAP Work Schedule Rules	PT03	N/A	N/A	Time Administration Outside of SAP (OSP)
	Additional WSR required?	Manual	Decision	If yes, go to step 4.12.20 If no, go to END – WSRs are ok	Time Administrator Outside of SAP (OSP)
4.12.20	Generate configuration change request	Manual	N/A	N/A	Time Administrator Outside of SAP (OSP)
4.12.25	Review change request (determine if additional data required Daily	Manual	N/A	N/A	Production Support - Time

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
	Work Schedule, Period Work Schedule, Gen period)				
	Approved?	Manual	Decision	If yes, go to step 4.12.30 If no, go to step 4.12.35	Production Support - Time
4.12.30	Execute Business Process procedure for Work Schedule Rule (WSR) Maintenance See BPP	SPRO/Solution Manager	N/A	END – Communicate feedback to requestor	Production Support - Time
4.12.35	Communicate feedback to requestor	SPRO/Solution Manager	N/A	N/A	Production Support - Time

1.11.3 Solution Recommendations

The definition of the work schedules to which employees can be assigned will be accomplished using the Work Schedule Rules (WSR) in SAP. There is no restriction to the number of work schedule rules that can be configured in the system (aside from the technical restriction of the field type and size).

The WSR consists of five (5) basic elements. These elements are:

- Break Schedules
- Daily Work Schedule (DWS)
- Period Work Schedules (PWS)
- Day Types and Day Type Rules
- Work Schedule Rules (WSR)

General configuration necessary for the generation of the WSR is the definition of the Holiday Calendar(s) and the configuration of the personnel sub-area groupings. The Holiday Calendar configuration is identified as its own Master Data Management process (see 1.2.5.5_FUNC_PF_HTR-PT4.1 Manage Holiday Calendars). The personnel sub-area groupings for work schedules will be aligned primarily with the personnel area first, and then for the relevant personnel sub-areas within the Agency represented by the personnel area (for example the personnel area for the Department of Correction will have all of the personnel sub-areas assigned a specific personnel sub-area grouping for work schedule rules). The personnel sub-area grouping for daily work schedules will be the value ‘10’ and all personnel sub-area groupings for the work schedule will be assigned the DWS grouping consistently. This will allow for the sharing of the DWS configuration amongst all of the personnel sub-areas.

Break Schedule

The Break Schedule is used to identify specific times during a day that are to be considered as ‘unproductive’. Generally the break schedule is used to identify the fact that during any one daily working period, there is a period of time that is unpaid, yet included in the staffing plan. The break definition is flexible. For the State, the breaks that will be configured will be restricted to the unpaid breaks that should be incorporated into the shift for planning. There will also be paid breaks identified in order to account for the working hours for some of the law enforcement, custody and health care professions which incorporate the meal break into the working time of the day. The naming convention for the break schedules will be:

- PSG for DWS = ‘10’
- Break - Meal = Character 1 ‘P’ or ‘U’ (Paid or Unpaid)
- Characters 2, 3 and 4 (duration of break) 1, 0.5
- U0.5 = an unpaid 30 minute break according to the details of the Break Schedule definition.
- 10 P1 = a paid break of 1 hours according to the details of the Break Schedule definition.

Details of the Break Schedule definition will be entered as required.

There is no current requirement to use the DWS variant definitions.

Daily Work Schedule

Daily Work Schedules are used to define the number of working hours for a working day. The DWS provides the opportunity to identify the specific parts of the day that represent the hours and the times that an employee is expected to work. The configuration for these objects will include the definition of the working hours with generic start and stop times and the definition of working hours with specific start and stop times.

In either case the Planned Working Hours field will be filled. If the schedule is a fixed schedule based on the times of day, use the “Fixed Work Hours” entry fields. If the schedule is a “Flex” schedule, use the Flextime fields to define the start and stop times (and any other relevant times that are required).

For each DWS that incorporates a break schedule that has been defined, enter the appropriate break schedule into the field in the ‘Breaks’ section of the screen. (NOTE: An entry in this field will affect the value in the ‘working hours’ field.)

The final required field on the table is the DWS Class. The DWS class will identify the day as a “Day Off” or as a day of another characteristic as necessary. The DWS Class for a day off is ‘0’ (standard system setting), for a day shift work day ‘1’, for a evening shift work day ‘2’ and for a night shift day ‘3’. For those days that are explicitly designed as weekend working days, the value of the DWS Class will be increased by 3 (for a day shift work day ‘4’, for a evening shift work day ‘5’ and for a night shift day ‘6’).

DWS personnel sub-area groupings for DWS will be ‘10’.

DWS configuration will have effective dates of 01/01/1990 and 12/31/9999.

DWS configuration will have a name that reflects the number of hours scheduled for the day 4 characters –

- The first character will reflect the shift ID of the DWS 1, 2,3,4,5 or 6
- The second character will designate whether a regular shift or a weekend shift D or W
- The third and fourth characters will designate the number of working hours on the day (00 – 24)

DWS Variant is not being used.

DWS Name will be descriptive - 4 Hrs, Eve, WE

Other fields will be configured as required.

Period Work Schedule

After the DWS's have been created, the development of the possible patterns of use must be configured. These patterns are collectively known as the Period Work Schedules (PWS). The PWS reflects the number of days in a row or in the specific pattern that an employee is expected to work. Each line of 7 required entries represents a week (Monday through Sunday). The PWS can consist of numerous lines in sequence (field for sequence number). Use as many of these sequence numbers as required in order to develop the entire pattern.

The naming convention for PWS is:

Personnel Sub-area grouping will be '10'.

The name of any PWS will reflect the general pattern. The four character name will be as follows:

- D for a "Day shift"
- E for an "Evening shift"
- N for a "Night shift"
- WD for a weekend day shift
- WE for a weekend evening
- WN for weekend night shift

Extra characters will be filled with a number starting with '000' and ending with 'ZZZ' as appropriate.

The description of the PWS will explain the PWS in more detail (for example, WE 3 Month Reporting).

The fields identifying the sequential step(s) and the set of fields for each seven day period pattern are maintained as required to reflect the WHOLE pattern to be implemented for each PWS.

Day Types

Day types are values that identify the characteristic of a day as a day to be paid, a paid day off, an unpaid day off or a special day. These date types are applied in the WSR generation process according to the day type rules. These rules are designed to identify the specific characteristic of a day based on the holiday calendar and the day of the week.

Work Schedule Rules

The Work Schedule Rule holds the combination of the previously configured elements. Based on this configuration the system will combine the elements configured in the generation step. Then the WSR can be used on the Planned Working Time infotype for each employee.

The WSR definition is composed of the employee sub-group grouping which is identified based on the following:

- Appointed and elected officials will be specifically identified with the employee sub-group grouping of '4'
- Temp, External, Intermittent, Non-employees, (and others that do not earn leave) will be identified with the value '3'
- All other employee group/sub-group groupings will be identified with the value '1'

The personnel sub-area groupings for Holiday Calendar will be assigned the appropriate calendar based on their function within the Agency.

The WSR settings will be made as follows:

- The appropriate ESG Grouping and PSA grouping will be entered
- The start and end dates will be 01/01/1990 and 12/31/9999

The name of the WSR will reflect the shift assignment (8 total characters):

- Character 1 - D, E, N for Day, Evening or Night
- Character 2 - W for weekend, blank for non weekend
- Characters 3 and 4 - General daily working hours
- Characters 5 and 6 - General weekly working hours
- Characters 7 and 8 - ‘00’ to ‘ZZ’ as required to maintain unique entries for the same or similar WSRs

Example: DW123600 Day, weekend, 12 hours, 36 weekly working hours

The description will support the name of the shift in the available space.

The appropriate values will be entered into the fields defining the working time defaults.

The work schedule generation rules must be appropriately identified:

Select the PWS and the start date to be used during the generation process. The start date is used to identify the date used to begin the application of the pattern. The value in the pattern is used to identify which point in the pattern is to be used as the starting point. NOTE: 01/01/1990 is a Monday and 01/01/2006 is a Sunday.

Following the definition of a WSR, the WSR must be generated. Use the appropriate generation process (manual or batch process) based on the number of periods being generated. The calendars will be generated to the year 2020. This limits the generation of the WSR out to that year.

Generate the WSR for at least the period before it is to start being used and the first month following the period it is to be used. WSR will be generated to the year 2020.

If approved as a relevant and necessary change, the BPP for Managing Work Schedule Rules will be executed.

When complete, the requestor will be notified.

1.11.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Break Schedules		
Daily Work Schedule (DWS)		
Period Work Schedules (PWS)		
Day Types and Day Type Rules		
Work Schedule Rules (WSR)		

1.11.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Some agencies allow employees to change work schedules casually, without written consent or specific authorization. This is especially common in weeks with holidays. As each employee will now have a designated work schedule, and Time Evaluation will be run based on that work schedule, this may present a cultural challenge in some Organizations.	All	Medium	The net result for an employee on a negative time reporting basis is the same, but the need to address casual schedule changes in the SAP system is a management issue. This process is meant for the creation of new work schedules to meet valid business requirements. It is intended to be managed centrally, not at the agency level.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Changes to the system will require familiarization with the Change Management Process.	All	Medium	Changes to system settings will be communicated using a formalized process to be defined.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
All users of the system requiring changes to the available possible entries should be able to request new values.	All	Low	Based on the source of the input for the new settings, the evaluation of requests may require detailed management involvement.

1.11.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Users of the system are the source of requests to change settings. Users will have access to R/3 and or ESS/MSS.	Jan 2008	Process for the evaluation of change requests must start at the lowest level possible (in the field).

1.11.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Schedule definitions used by benefits and payroll	BN, PY	Inform BN and PY of changes to WSR

1.11.8 Development Items

None

1.12 Maintain Specific Leave Balances Manually

1.12.1 Process Overview

SAP will be configured to automatically accrue quotas for Sick Leave and Annual Leave. It may be necessary to adjust these accrued absence quotas manually to resolve discrepancies. This process identifies the necessary steps to manually adjust an employee's Sick Leave or Annual Leave quota.

1.12.2 Process Definition

1.12.2.1 Process Description

Employees will be provided a number of tools to keep track of and manage their own leave balances. These processes may use some aspect of the SAP system to support this activity. However the employee may note a discrepancy in one of these values.

When an employee identifies a discrepancy in their leave balance, they will notify their supervisor or their leave administrator (whichever is appropriate). If the supervisor is initially notified, then he or she will manually notify the leave administrator responsible to address the discrepancy.

The employee and the supervisor will have access to the data in the system in order to support the evaluation of the leave balances.

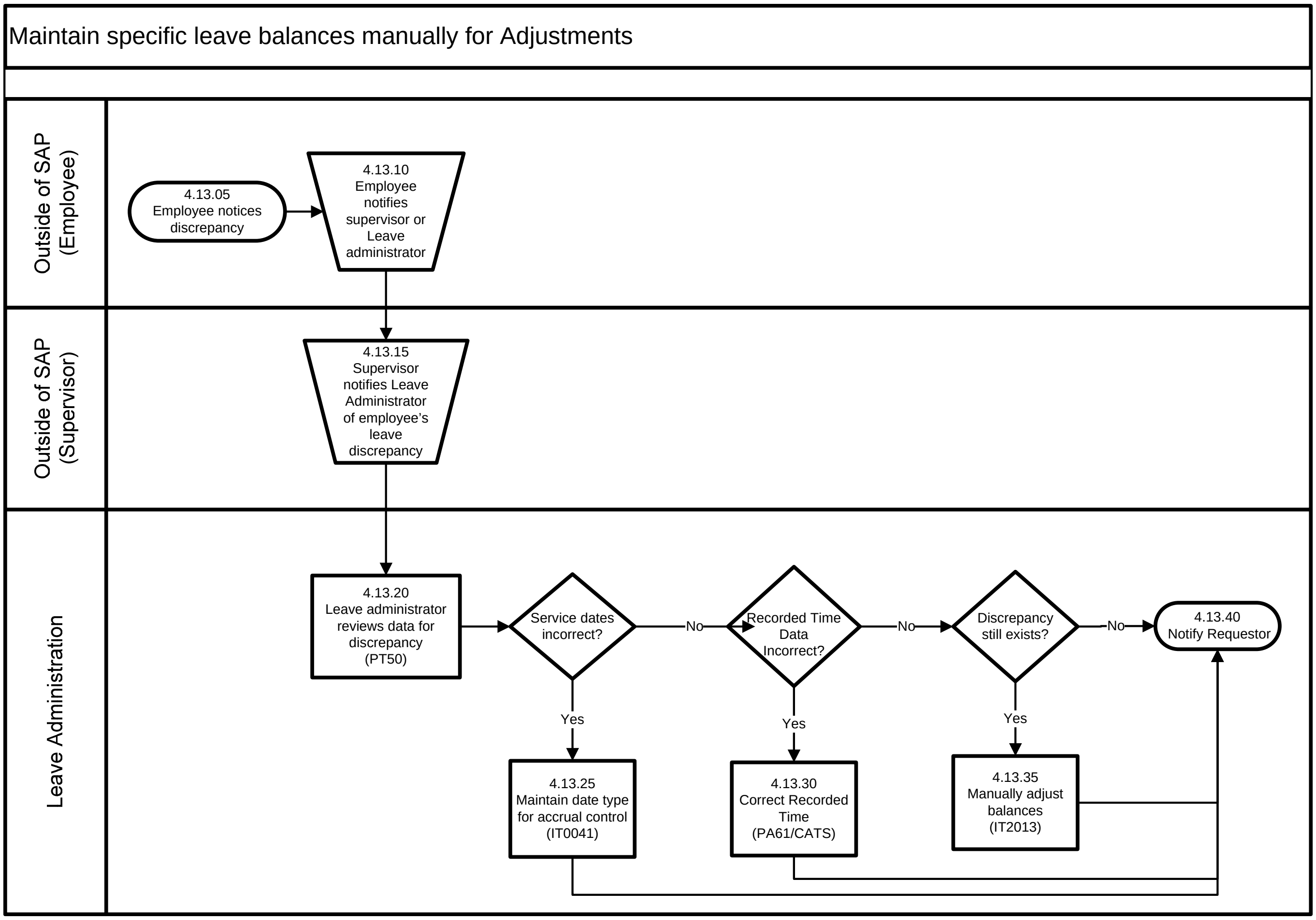
The leave administrator will first review the employee's current leave balances and service dates (Date Type 04 Total State Service Date controls the rate of vacation leave accrual) to ensure he or she is accruing at the appropriate rate. If there is an error in the service dates, an appropriate correction should be made to the date type 04 on IT0041.

If the accrual rates are correct, the leave administrator will then review the current leave balances and leave time recorded. Additionally the processes that might affect the quota balances must be included in this research (Shared Leave Donation, Separation, Military Call up, etc). If there has been an error in the leave time recorded, the employee will be notified and requested to make corrections to the recorded time.

If the accrual rates and the leave time recorded are found to be correct, but there is still an error in the leave balance, Quota Adjustment (IT2013) will be modified to reflect the correct balance. The employee will be notified of the corrected balance. The correction will be applied in the execution of the next time evaluation process.

The leave administrator will have the authorizations to create, change, view and delete the Quota Adjustment record (IT2013). This activity and the associated records will NOT be available to the employee and supervisor directly. IT2013 information will be made available to the employee on the Time Statement Form. Otherwise the results of the adjustment will be made apparent in the leave balances available to the employee following the next execution of the time evaluation process.

1.12.2.2 Process Flow



1.12.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.13.05	Employee notices discrepancy	Manual	START - Review of pay stub or time statement form	N/A	Outside of SAP (Employee)
4.13.10	Employee notifies supervisor or Leave administrator	Manual	N/A	N/A	Outside of SAP (Employee)
4.13.15	Supervisor notifies Leave Administrator of employee's leave discrepancy	Manual	N/A	N/A	Outside of SAP (Supervisor)
4.13.20	Leave administrator reviews data for discrepancy	PT50	N/A	N/A	Leave Administration
Decision	Service dates incorrect?	Manual	Decision	If yes, go to step 4.13.25 If no, go to decision Record Time Data Incorrect	Leave Administration

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.13.25	Maintain date type for accrual control See BPP	PA30	IT0041, DATAR - 02	END – notify Requestor	Leave Administration
Decision	Recorded time data incorrect?	Manual	Decision	If yes, go to step 4.13.30 If no, go to decision point Discrepancy Still Exists	Leave Administration
4.13.30	Correct Recorded time See Edit/Correct Time and Distribution	PA61 or CATS	N/A	END – notify Requestor	Leave Administration
Decision	Discrepancy still exists?	Manual	Decision	If yes, go to step 4.13.35 If no, go to 4.13.40	Leave Administration
4.13.35	Manually adjust balances See BPP	PA61	IT2013	N/A	Leave Administration
4.13.40	Notify Requestor	Manual	N/A	END – notify Requestor	Leave Administration

1.12.3 Solution Recommendations

Date types are used to determine the seniority of the employee and apply the calculations necessary to determine accrual rates.

If there is an incorrect date (either a missing entry or an incorrect date in the field) then there is a conscious decision to correct the date type and this is manually executed by the Leave Administrator. The Leave Administrator will have access to manage this infotype (Copy, Create, Delete).

NOTE: Because of the consequences of the retroactive calculation functionality in SAP, these records will never be CHANGED. Copy or create should always be used.

All leave quotas that are identified as ‘accrual quotas’ (specifically Vacation Leave and Sick Leave) are available for manual adjustments using the infotype Quota Corrections (IT2013). Each of the accrued leave balances that might be available to an employee will be supported by a manual adjustment process. The accrued leave balances that can be manually adjusted are:

QUOTA NAME	QUOTA TYPE
Vacation Leave	10
Sick Leave	20
OT Comp Time	30
Holiday Comp Time	40
Adverse Weather Time	50
Bonus Leave	60
Community Service Leave	65
Education Lottery Paid Time Off (PTO)	68

The election to manage one of these balances is a conscious decision made based on the evaluations of the leave administrator. If there is no reason to adjust one of these quotas, then no record will be created.

1.12.4 SAP Design Considerations

Quota corrections will be enabled for each of the previously mentioned absence quotas.

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Quota Correction Type	See available quota types	

1.12.5 Change Management Considerations

This process is different from the current process in that throughout the State, the leave management processes are not consistently managed using technology. The leave accrual, adjustment and advance process has been significantly manual up to this implementation. This process using the SAP system to support leave management processes is a significant change to the working processes for leave management.

There is no specific change to the policies concerning leave management required by this process.

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
None			
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
New process	All	Medium	Understanding the calculation and the data required for the calculations will be a challenge to communicate.
JOB ROLE IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Leave Administrator	All	Medium	Could be centralized. If centralized, then service time required for analysis may be longer than expected (research about absences will require close cooperation between researcher, time administrator(s), employee and supervisor).

1.12.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Administrators require access to the R/3 system.		
Time evaluation required to apply the corrections.		

1.12.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Research process will require coordination with the employee, the supervisor and HR to determine if the employee's service is properly calculated. Additionally, coordination with the employee will be required to determine if the absences that have been recorded are accurate.	PA	The Leave Administrator will need access to PA infotypes in order to fully research and make corrections as necessary.

1.12.8 Development Items

No development required.

1.13 Process Bonus Leave Award

1.13.1 Process Overview

The Legislature of the State of North Carolina has the ability to award "Bonus Leave" to the employees of the State. Historically, it has been awarded to specific groups of employees that meet certain criteria. This process identifies the steps required to award Bonus Leave to eligible State employees.

1.13.2 Process Definition

1.13.2.1 Process Description

When the Legislature passes a bill to award Bonus Leave to employees of the State of North Carolina, the Office of State Personnel (OSP) must determine whether the parameters and expiration of the Bonus Leave are the same as the Bonus Leave awarded in previous years. If so, the OSP will create a Configuration Change Request that identifies the parameters of the current award and identifies the groups of employees eligible for the award.

The technical team responsible for system maintenance will review the available parameters. If no additional parameters are necessary, the technical team will complete the Bonus Leave Award program in SAP in a test mode.

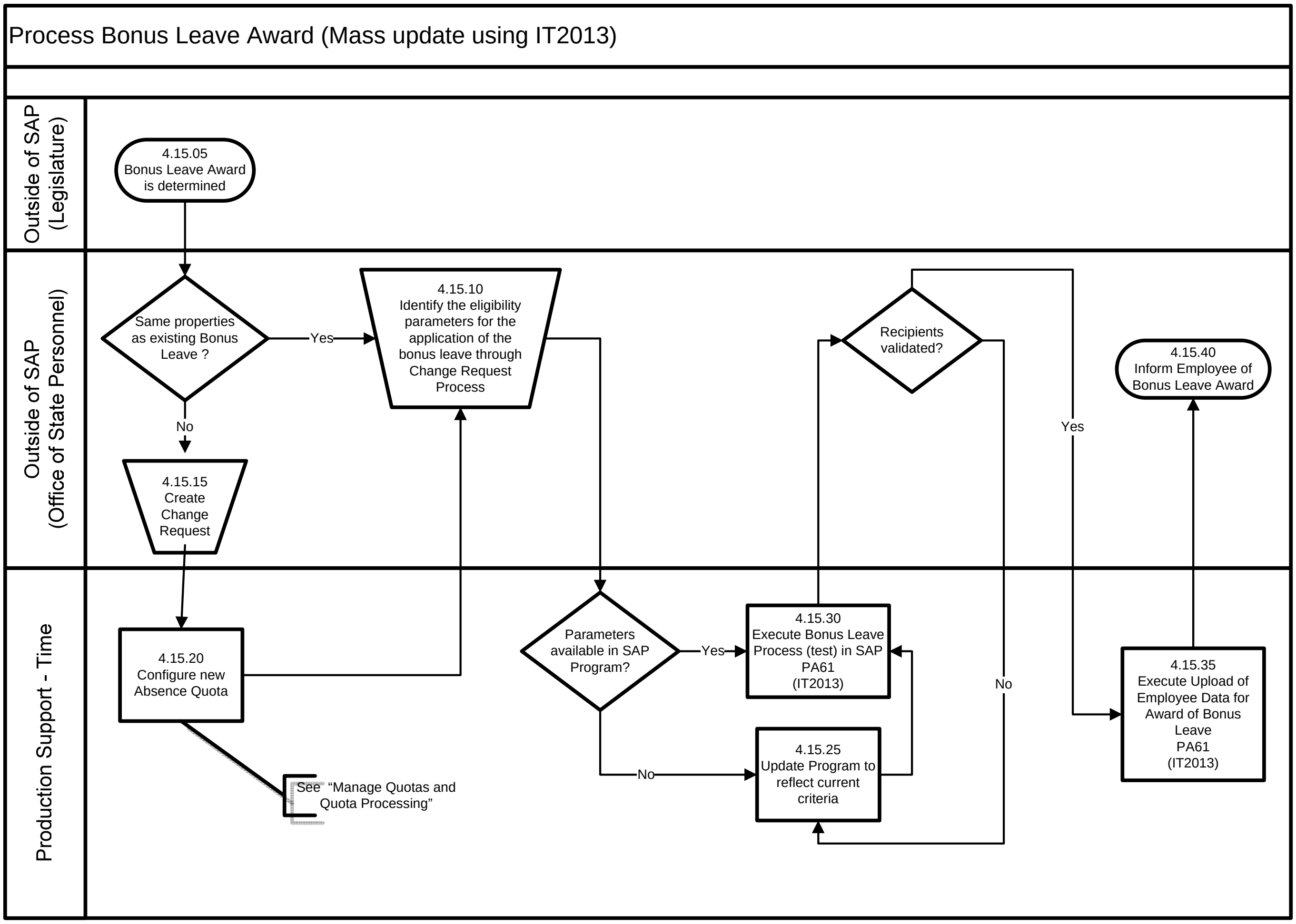
The results of that test run must be reviewed by OSP for accuracy. If it is determined that the file is accurate, the Bonus Leave Award will be granted to eligible employees. (NOTE: OSP may decide to include agencies and departments in their evaluation of the application of the criteria for the Award of the Bonus Leave.) If the test file isn't accurate, the OSP and the technical team will work through changes to the program to get a correct list of award recipients. Once the list is correct and approved by OSP, the Bonus Leave Award will be granted to eligible employees.

The Bonus Leave Award may have properties that are distinctly different from previous Bonus Leave Awards such that it will need to be maintained as a new and separate Quota. In that case, the OSP will create a Configuration Change Request which will go through the configuration change request process. The technical team will execute the BPP for Managing Quotas and Quota processing. While the change control process is being executed, OSP may begin the evaluation of parameters and identification of eligible employees. As above, the OSP will provide the relevant characteristics to the technical team.

The technical team responsible for system maintenance will identify the available parameters. If no additional parameters need to be created in SAP, the technical team will complete the Bonus Leave Award program in SAP in a test mode.

The results of that test run must be reviewed by OSP for accuracy. If it is determined that the file is accurate, the Bonus Leave Award will be granted to eligible employees. (NOTE: OSP may decide to include agencies and departments in their evaluation of the application of the criteria for the Award of the Bonus Leave.) If the test file is not accurate, the OSP and the technical team will work through changes to the program to get a correct list of award recipients. Once the list is correct, the Bonus Leave Award will be granted to eligible employees.

1.13.2.2 Process Flow



1.13.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/CODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.15.05	Bonus Leave Award is determined	Manual	N/A	N/A	OSP
Decision	Same properties as existing Bonus Leave?	Manual	Decision	If YES, go to step 4.15.10 If NO, go to step 4.15.15	OSP
4.15.10	Identify the parameters for the application of the bonus leave through Change Request Process	Manual	N/A	N/A	OSP
4.15.15	Create Change Request	Manual	N/A	N/A	OSP
4.15.20	Configure new Absence Quota See "Manage Quotas and Quota Processing"	Configuration Change - SPRO	N/A	N/A	Production Support - Time
Decision	Parameters available in SAP Program?	Manual	Decision	If YES, go to step 4.15.30	Production Support - Time

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/CODE	INPUTS	OUTPUTS	EXECUTION ROLE
				If NO, go to step 4.15.25	
4.15.25	Update Program to reflect current criteria	Configuration Change	N/A	N/A	Production Support - Time
4.15.30	Execute Bonus Leave Process (test) in SAP See BPP	RICE ID A027	IT2013	N/A	Production Support - Time
Decision	Recipients validated?	Manual	Decision	If YES, go to step 4.15.35 If NO, go to step 4.15.25	OSP
4.15.35	Execute Upload of Employee Data for Award of Bonus Leave See BPP	RICE ID A027	IT2013	N/A	Production Support - Time
4.15.40	Inform Employee of Bonus Leave award	Manual	N/A	N/A	Production Support - Time

1.13.3 Solution Recommendation

The nature of the Bonus Leave is such that it should be treated as an accrued leave balance. It will not be available for direct maintenance. The maintenance of the Bonus Leave quota will be executed using the Quota Adjustment process (IT2013).

A program will be used to apply the Bonus Leave to the employees to be granted the leave (i.e., create a Quota Adjustment (IT2013) record). The leave balance will be available to the individual following the next time evaluation run.

The records will be created by the system maintenance team. Authorizations necessary to apply this process will be granted to the maintenance team. OSP and Agency personnel will have authority to view the created records. Leave Administrators will have access to these records for the personnel they support.

1.13.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
This is based on legislative action which cannot be predicted. The details must be evaluated for each bill passed.		
Quota Type for Bonus Leave (may use the current existing or could be a new one based on the details of the legislative decision and the OSP interpretation).		

1.13.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
A Change Request Procedure for the BEACON system is still to be determined.	All	Low	New processes to request changes, if needed, to the HR system will be developed.

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
OSP will have to coordinate with the BEACON system maintenance processes instead of the PMIS system management processes.	OSP	Low	New processes to request changes to the HR system.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Change to the job of the person(s) requesting changes to the HR system.	OSP	Low	New processes to request changes to the HR system

1.13.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
N/A		

1.13.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
N/A		

1.13.8 Development Items

The program required to create the Quota Adjustment (IT2013) records for the appropriate employees will need to be written. RICE ID A027

1.14 Process FML or FIL Absences

1.14.1 Process Overview

Eligible state employees are entitled to Family Medical Leave (FMLA) and Family Illness Leave (FIL). In either situation, an employee can use paid leave time or LWOP to account for absences during the specified periods. While employees are on FMLA or FIL, it is necessary to track an employee's absences and associate the absences with the FMLA or FIL leave in order to track when the allowable leave period has been exhausted. To properly associate an employee's absences with FMLA or FIL leave, a record with the FMLA/FIL entitlement is first created in SAP. This process describes associating an employee's absences with an existing FLMA or FIL entitlement record.

1.14.2 Process Definition

The eligibility, rules, time frame and applicable leave codes for the FMLA and FIL leave situations will be configured in SAP so that all of the rules concerning these leave periods are essentially maintained and applied by SAP. A brief outline of related policy is provided below. The complete policy can be found at:

State Personal Manual, Section 5, pgs 11-27.3

http://www.osp.state.nc.us/manuals/man5.html

	FAMILY MEDICAL LEAVE (FMLA)	FAMILY ILLNESS LEAVE (FIL)
Eligibility	Full-time & part-time employees in permanent, probationary, trainee or time-limited status with 12 months total service with the state and that have been in pay status at least 1040 hours during the previous 12 months. Temporary, intermittent, or part-time (less than half-time) with 12 months total service to the state and in pay status at least 1250 hours during the previous 12 months.	Full-time & part-time employees in permanent, probationary, trainee or time-limited status with 12 months total service with the state and have been in pay status at least 1040 hours during the previous 12 months. Temporary employees are not eligible for Family Illness Leave
Amount of Leave	12 workweeks of paid or unpaid leave (or 480 hours). Temporary workers are only entitled to unpaid leave.	Up to 52 weeks of leave without pay during a 5 year period. If taken intermittently or on a reduced work schedule, any portion of a week will equal one week of Family Illness Leave

1.14.2.1 Process Description

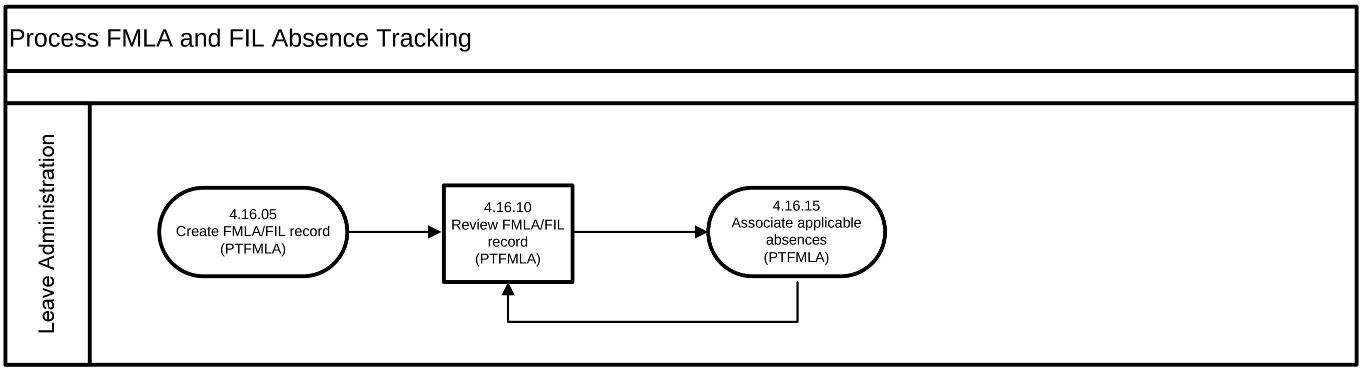
A Leave Administrator is responsible for applying an employee's absences to a FMLA or FIL record. In order to apply absences to the record, the employee's absences and a FMLA or FIL record will already have been created in SAP. To create the FMLA or FIL record, please see 'Process FMLA/FIL Request (Dept Admin)'. The absences that are available for the association with the FMLA/FIL entitlement are those that have been approved and transferred (if entered via the Cross Application Time Sheet) and can be found on the Absences Infotype (IT2001).

Using the FMLA Workbench (transaction code PTFMLA) an employee's related absences can be applied to the FMLA/FIL leave period. In the FMLA Workbench, the Leave Administrator can view the employee's absences during the FMLA or FIL period and select the absences that are applicable to the FMLA or FIL situation. All absences may not be applicable. When absences are applied, the remaining balances for the FMLA/FIL entitlement are appropriately updated.

Throughout the FMLA/FIL period, the employee should remain in contact with the Leave Administrator so that both parties agree on what absences to apply to the leave period.

Note: FMLA and FIL absences are not recorded using specific time or leave codes at the point of entry. Absences during the period should be recorded as normal (Vacation, Sick or LWOP) and then attributed to the FMLA or FIL period as outlined in this process.

1.14.2.2 Process Flow



1.14.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.16.05	Create FMLA/FIL record See Process FMLFIL Request (Dept Admin)	PTFMLA (FMLA Workbench)	START	N/A	Leave Administration
4.16.10	Review FMLA/FIL record See BPP	PTFMLA (FMLA Workbench)	N/A	N/A	Leave Administration
4.16.15	Associate applicable absences using FMLA Workbench See BPP	PTFMLA (FMLA Workbench)	N/A	END	Leave Administration

1.14.3 Solution Recommendations

It is necessary to apply the absences through the FMLA Workbench because there will not be a specific absence type to record absences related to FMLA and FIL. An employee can elect to use paid leave (if applicable) or LWOP during for the FMLA /FIL absences. The normal absence types will be entered for the employee and then attributed to the FMLA /FIL leave period to “flag” the absences as applicable to the FMLA /FIL situation.

All absence types except 9600 series absence types (Administrative Leave) will be configured as available for FMLA/FIL association.

FMLA/FIL Leave management will be associated with a specific FMLA Workbench profile. This will support the segregation of duties between those employees interested in seeing if they are eligible for FMLA/FIL, those employees with the responsibility of creating the FMLA/FIL entitlement record and those employees with the responsibility to manage the absences associated with the FMLA/FIL entitlement.

Additionally, there will be a profile available for a single user to manage all of the FMLA/FIL activities. Authorizations will be managed in association with the assignment of the FMLA/FIL responsibilities.

1.14.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
FMLA Workbench	Reasons, profiles and rules	

1.14.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No policy changes. Procedural changes associated with the implementation of the BEACON processes.	All	Medium	New system will require a change to the current procedure for capturing and processing FMLA/FIL.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Identification of and assignment of people to process FMLA/FIL.	All	Low/Med	People already manage this process, it might just not be as well defined as required in order to use the system.
JOB ROLE IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Switch to managing FMLA/FIL tracking in BEACON SAP.	Most	Medium	Currently, FMLA and FIL leave is tracked off-line in most agencies. Having this process managed by SAP will involve a learning curve.

1.14.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
N/A		

1.14.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Some FMLA/FIL absences might be coordinated with various Leaves of Absence. These processes must be manually coordinated.	PA, PY	Procedural coordination required. No direct system integration available.

1.14.8 Development Items

None known.

1.15 Process FML or FIL Request

1.15.1 Process Overview

Eligible state employees are entitled to Family Medical Leave (FMLA) and Family Illness Leave (FIL). In either situation, an employee can use paid leave time or LWOP to account for absences during the specified periods. While employees are on FMLA or FIL, it is necessary to track an employee's absences and associate the absences with the FMLA or FIL request in order to track the status of the entitlement. To properly associate an employee's absences with FMLA or FIL leave, a request is first created in SAP. This process describes creating an FMLA or FIL entitlement request in SAP.

1.15.2 Process Definition

1.15.2.1 Process Description

Under the appropriate circumstances (per OSP policy), an employee can request FMLA or FIL entitlement. A supervisor can also request FMLA or FIL entitlement on behalf of an employee.

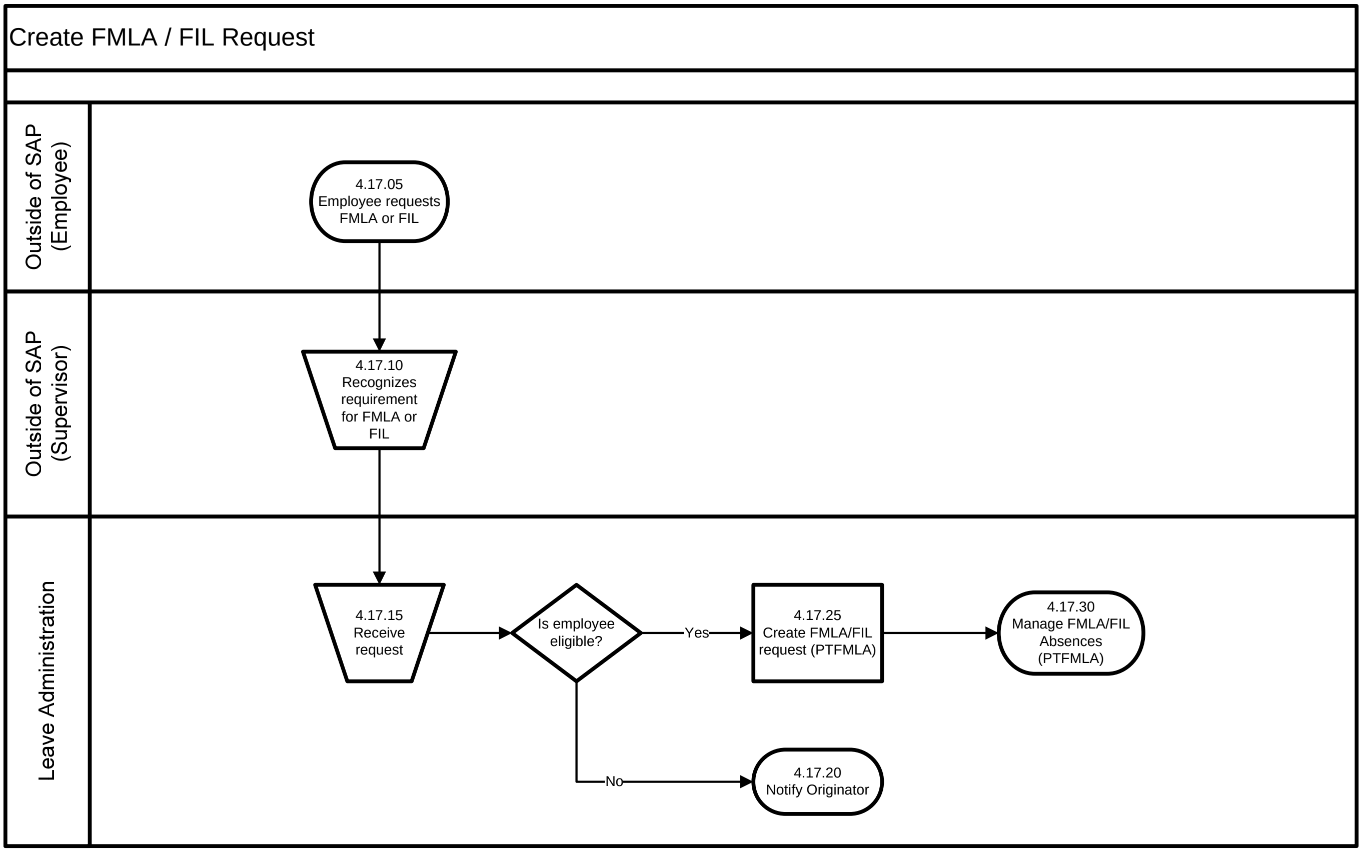
The FMLA or FIL request is sent to the Leave Administrator responsible for FMLA and FIL. If the employee is not eligible for FMLA or FIL, then the process ends and the requesting employee or supervisor is notified. If the employee is eligible, the Leave Administrator begins the process to grant the entitlement.

Using the FMLA Workbench, a FMLA or FIL leave request, which identifies the FMLA /FIL entitlement, can be created and an employee's related absences can then be applied to the FMLA or FIL entitlement. A leave request is essentially a combination of settings that are specific to the leave type and are applicable within a specified validity period. Because the characteristics of FMLA leave and FIL leave are different, the Time Administrator will specify the type and reason for leave when creating the leave request in SAP.

The FMLA workbench will manage FMLA and FIL leave periods. Once created, SAP will initialize the maximum leave balance allowed for the duration of the leave period. When absences are applied to the leave period, the entitlements for the leave period are appropriately decremented. To apply absences to the FMLA or FIL leave period, reference 'Process FMLA and FIL Absence Tracking'.

The creation of the FMLA or FIL entitlement request is a process separate from the Leave of Absence personnel actions processed for the employee that can also be related to their request for FMLA or FIL leave.

1.15.2.2 Process Flow



1.15.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.17.05	Employee Requests FMLA or FIL	Paper Request	START	Request sent to Supervisor	Outside of SAP (Employee)
4.17.10	Recognizes requirement for FML or FIL	Manual	N/A	N/A	Outside of SAP (Supervisor)
4.17.15	Receive request	Manual	N/A	N/A	Leave Administration
Decision	Is employee eligible?	Manual	Decision	If yes, go to step 4.17.25 If no, go to step 4.17.20	Leave Administration
4.17.20	Notify Originator	Manual	N/A	N/A	Leave Administration
4.17.25	Create FMLA/FIL request See BPP	PTFMLA (FMLA Workbench)	N/A	N/A	Leave Administration
4.17.30	Manage FMLA/FIL Absences See Process FMLA and FIL Absence Tracking	PTFMLA (FMLA Workbench)	N/A	END	Leave Administration

1.15.3 Solution Recommendations

The SAP FMLA workbench will be used to manage the FMLA/FIL occurrences.

The FMLA Workbench settings will identify the reasons (as identified in relevant statutes), the eligibility criteria and the entitlements. The reason types will be used to distinguish between FML reasons and FIL reasons.

The FMLA Workbench settings will also identify the specific absence type that can be used to reduce an FMLA/FIL entitlement. The absence types reflecting Administrative Leave (Absence types in the 9600 series) are the only absences NOT relevant for the reduction of the entitlement.

1.15.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
FMLA		
FIL		

1.15.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No changes to policy.			
Changes to procedure will be required	All	Med	Understanding the tool and how to use it will require some time.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Administrators will have to be identified and assigned appropriate user roles in the BEACON environment	All	Low	Training of users in the new BEACON tool will be required.
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Management of this process will now be handled in the BEACON SAP system, as opposed to being handled on paper.	Most	Medium	Currently, FMLA and FIL leave is tracked off-line in most agencies. Learning to manage this process in SAP will involve a learning curve and require training.

1.15.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Users will require access to R/3 directly		

1.15.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Coordination with the Leaves of Absence actions necessary	PA	

1.15.8 Development Items

Additional programming will be required for the application of the FIL entitlement reduction RICE ID: A028.

Business Rule: If the employee is absent for a single day during the week of an active FIL entitlement period that must be applied to the FIL, then an entire week is counted as used from the entitlement.

1.16 Process Participation in Shared Leave (Donor)

1.16.1 Process Overview

The State of NC has a policy that permits an employee to donate leave to another employee who has been approved to participate in the Voluntary Shared Leave (VSL) program. The participant has been approved because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time.

The collection of donations is currently a manual process that varies from agency to agency. In SAP, we intend to track the donation and management of VSL within an agency and across the agencies that are within the scope of the project.

1.16.2 Process Definition

1.16.2.1 Process Description

An employee is self-identified or nominated as a candidate for Voluntary Shared Leave (VSL). An application is completed and reviewed by an agency head or a designated committee. If approved, the employee will be designated within SAP as an approved recipient of VSL. A VSL quota will be created to manage the donations from eligible donors. SAP will be configured with the necessary parameters as described in the excerpts of the policy below.

The employee may receive leave donations from co-workers or family members, up to the allowable limit of 1040 hours. (Allowing donation beyond the initial 1040 is at the agencies discretion but may not exceed 2080.)

A non-family member may donate vacation or bonus leave to another employee in any agency, but may not contribute leave to an employee in a public school or community college.

A non-family donor may share leave with a coworker's immediate family who is an employee in a public school or a community college. The employee and coworker must be in the same agency.

An immediate family member may donate vacation, bonus or sick leave to an immediate family member in any agency, as long as that person has been approved for VSL.

An employee wishing to donate vacation leave may not donate more than one half of their annual accrual rate, and cannot reduce the employee's remaining balance below one half of their annual vacation accrual rate.

Sick leave donations may not exceed 1040 hours and may not reduce the donating employees balance below 40 hours.

There are no limits on the amount of Bonus Leave that may be donated.

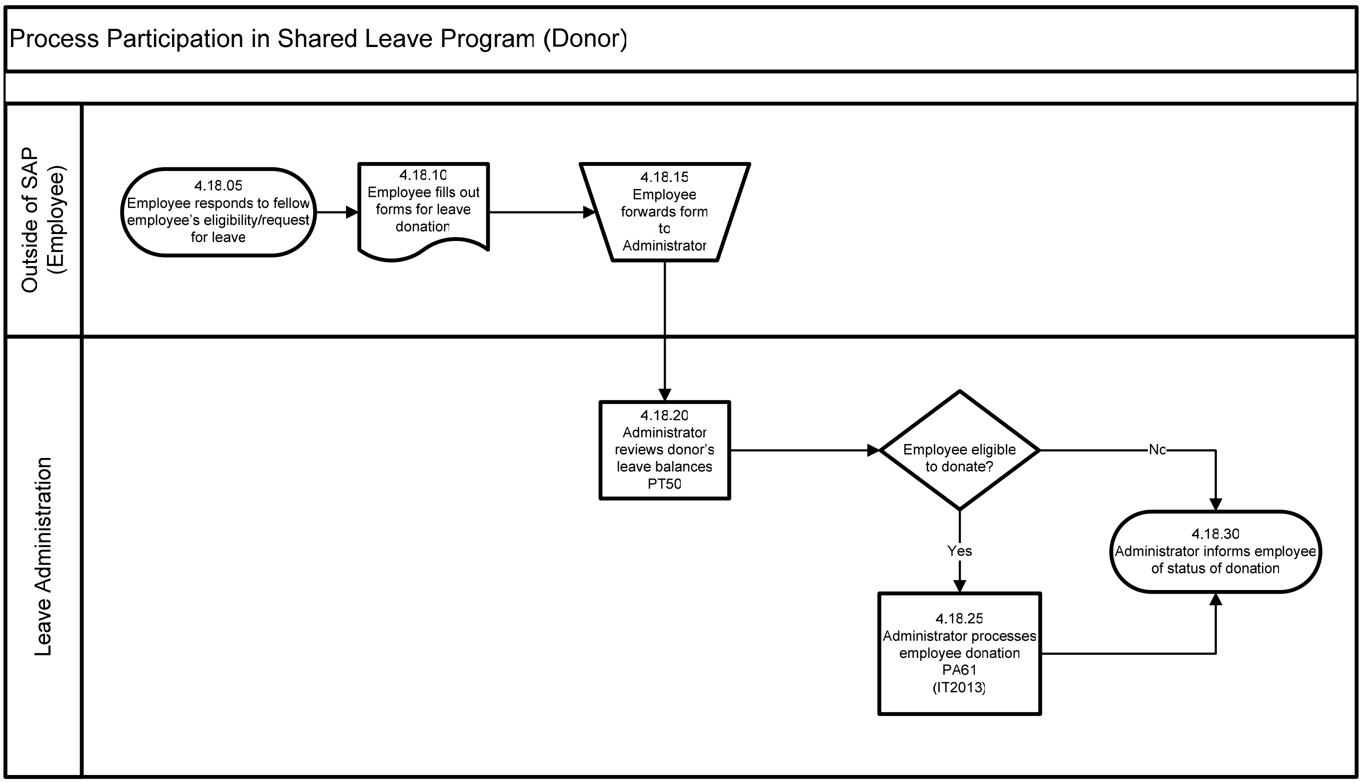
The minimum increment of leave donations is 4 hours.

An employee eligible for VSL must first exhaust all of their available leave before using donated leave in any given period. The employee will continue to accrue vacation and sick leave as long as they remain in an active pay status.

Unused VSL will be returned to the Donor's leave quotas on a pro-rated basis, provided that they remain in State service. The Recipient may retain up to a total of 40 hours at the expiration of their eligible illness or event.

The full state policy may be found here:
http://www.osp.state.nc.us/manuals/2002/VoluntarySharedLeave.pdf

1.16.2.2 Process Flow



1.16.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.18.05	Employee responds to fellow employee's eligibility/request for leave	Manual	N/A	N/A	Outside of SAP (Employee)
4.18.10	Employee fills out forms for leave donation Employee responds to fellow employee's eligibility/request for leave	Paper	START - Employee responds to fellow employee's eligibility/ equest for leave	N/A	Outside of SAP (Employee)
4.18.15	Employee forwards form to Administrator	Manual	N/A	N/A	Outside of SAP (Employee)

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.18.20	Administrator reviews donor's leave balances See BPP	PT50	N/A	N/A	Leave Administration
Decision	Employee eligible to donate?	Manual	Decision	If yes, go to step 4.18.25 If no, go to step 4.18.30 Administrator informs employee of status of donation	Leave Administration
4.18.25	Administrator processes employee donation See BPP	PA61	IT0613	END – Administrator informs employee of status of donation	Leave Administration
4.18.30	Administrator informs employee of status of donation	Manual	N/A	N/A	Leave Administration

1.16.3 Solution Recommendations

The donated VSL will be maintained in a separate quota to ensure that the recipient is compliant with the policy requirement to use all of their own available leave prior to using the donated leave.

The donation of the sick leave to a fellow employee will be enabled using the Absence Donation Administration (IT0613) record. The donation will be assigned from the DONOR to the Receiver (individual employee) using this infotype. The donation will be assigned from a specific quota and certain limits identified in configuration will control minimum donations. The user will select the recipient employee and the quota type for VSL into which the hours will be made available to the recipient.

1.16.4 SAP Design Considerations

Employees processing the VSL donation must have access to employee records in other agencies in order to execute this process.

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Sick Leave Donation		
VSL Quota Type		

1.16.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Leave balances will now be maintained in SAP	All	Low	Training issue.
Potential overlap with other agency leave administration practices (LWOP, LOA, FMLA)	All	Low	Awareness of processes required.

ORGANIZATIONAL FUNCTION IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Identification of a person to execute and manage these processes.	All	Med	Specific assignment of security role to someone who will use the system to support the donation process.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Leave Administrator who will execute this process must be identified.	All	Low	Currently in place, but manually processed and managed.

1.16.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
None		

1.16.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Coordination with the Leaves of Absence actions when necessary.	PA	Awareness of other processes required.

1.16.8 Development Items

Will require the development of a form to be used by all agencies to support the donation of leave. RICE ID S015

Will require development of processes that are designed to support the definition of the donation limits. RICE ID A029

1.17 Process Participation in Shared Leave (Recipient)

1.17.1 Process Overview

The State of NC has a policy that permits an employee to donate leave to another employee who has been approved to receive Voluntary Shared Leave (VSL) because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time. This is currently a manual process that varies from agency to agency. In SAP, we intend to track the designation of eligibility for VSL and the management of VSL donations within an agency and across the agencies that are within the scope of the project. This process outlines the definition of an employee's participation in shared leave.

1.17.2 Process Definition

1.17.2.1 Process Description

An employee is self-identified or nominated as a candidate for Voluntary Shared Leave. An application (RICE ID: S015) is completed and reviewed by an agency head or a designated committee. The workflow for this is covered by RICE ID: W004.

If approved, the employee will be designated within SAP as an approved recipient of VSL. A VSL quota will be created to manage the donations from eligible donors. SAP will be configured with the necessary parameters as described in the excerpts of the policy below.

The employee may receive leave donations from co-workers or family members, up to the allowable limit of 1040 hours. (Allowing donation beyond the initial 1040 is at the agencies discretion but may not exceed 2080.)

A non-family member may donate vacation or bonus leave to another employee in any agency, but may not contribute leave to an employee in a public school or community college.

A non-family donor may share leave with a coworker's immediate family who is an employee in a public school or a community college. The employee and coworker must be in the same agency.

An immediate family member may donate vacation, bonus or sick leave to an immediate family member in any agency, as long as that person has been approved for VSL.

An employee wishing to donate vacation leave may not donate more than one half of their annual accrual rate, and cannot reduce the employee's remaining balance below one half of their annual vacation accrual rate.

Sick leave donations may not exceed 1040 hours and may not reduce the donating employees balance below 40 hours.

There are no limits on the amount of Bonus Leave that may be donated.

The minimum increment of leave donations is 4 hours.

An employee eligible for VSL must first exhaust all of their available leave before using donated leave in any given period. The employee will continue to accrue vacation and sick leave as long as they remain in an active pay status.

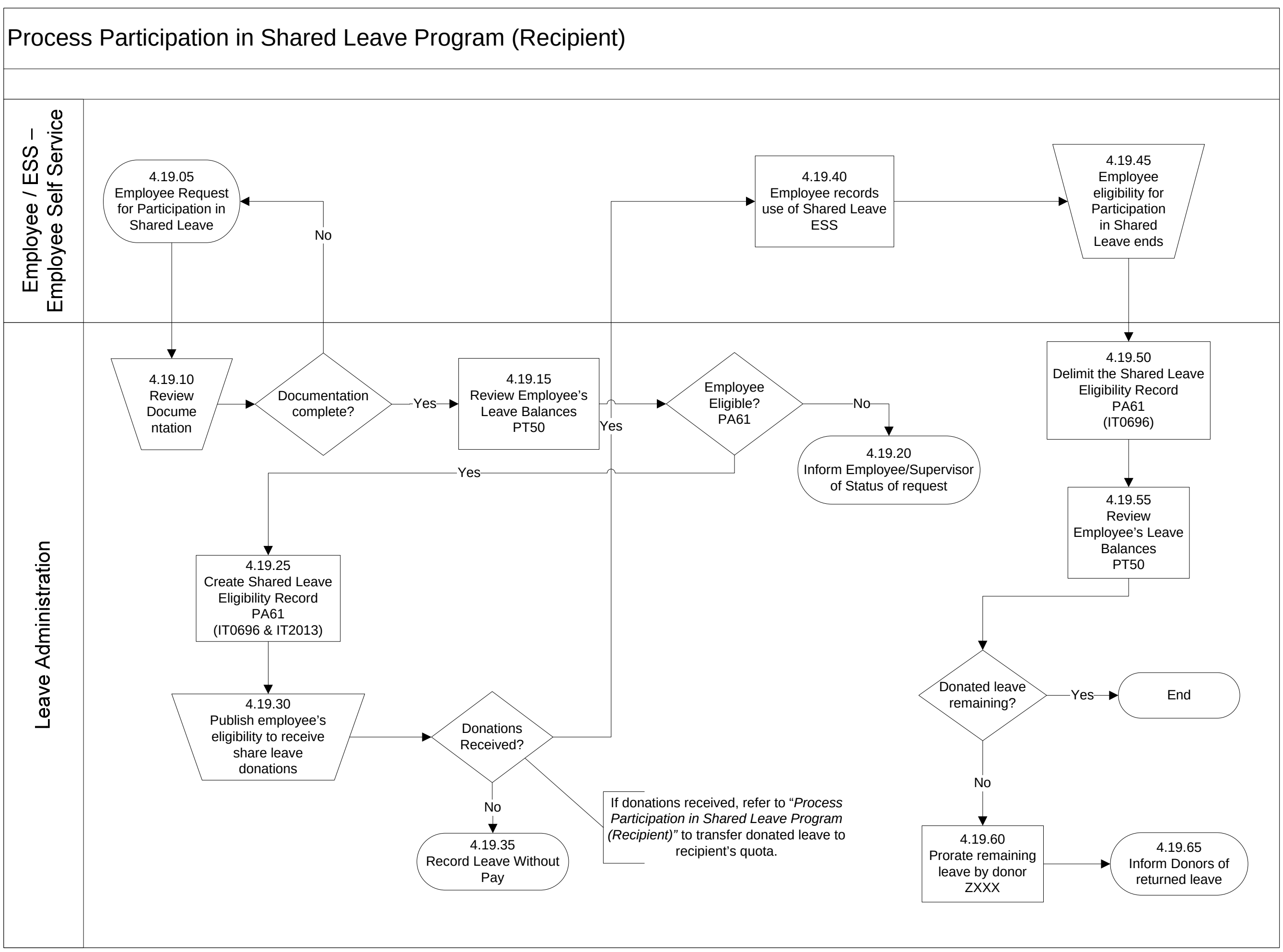
Unused VSL will be returned to the Donor's leave quotas on a pro-rated basis, provided that they remain in State service. The Recipient may retain up to a total of 40 hours at the expiration of their eligible illness or event.

The full state policy may be found here:
http://www.osp.state.nc.us/manuals/2002/VoluntarySharedLeave.pdf

An employee's shared leave quota will reflect the amount of leave he/she has received through VSL donations. An employee can record this leave as long as the quota is available. The shared leave quota will be decremented appropriately when an employee records leave.

When an employee is ready to return to work or no longer needs to record leave, the related Shared Leave Eligibility will be delimited. According to policy, the employee may retain up to 40 hours of shared leave at the end of VSL eligibility if they return to work. The retained shared leave is converted to sick leave for the employee and his/her sick leave quota is appropriately updated. Any shared leave above the 40 hours retained by the employee is returned to the donors in a prorated fashion in increments of 1 hour or greater when possible. When leave is restored to the donors, their quota balances are also updated to reflect the leave being restored and the donors are informed of the returned leave.

1.17.2.2 Process Flow



1.17.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.19.05	Employee Request for Participation in Shared Leave	Paper RICE ID: S015 (form); W004 (workflow)	START	N/A	Employee/ESS
4.19.10	Review Documentation	Manual	N/A	N/A	Leave Administration
Decision	Documentation complete?	Manual	Decision	If yes, go to step 4.19.15 If no, go to step 4.19.05	Leave Administration
4.19.15	Review Employee's Leave Balances See BPP	PT50	N/A	N/A	Leave Administration
Decision	Employee eligible?	PA61	Decision	If yes, go to step 4.19.25. If no, go to step 4.19.20	Leave Administration
4.19.25	Create Shared Leave Eligibility Record See BPP	PA61	IT0696 & IT2006	N/A	Leave Administration
4.19.30	Publish employee's eligibility to receive share leave donations	Agency defined manual process	N/A	N/A	Leave Administration
Decision	Donations received?	Manual	Decision	If yes, see "Process Participation in Shared Leave Program (Recipient)" & go to step 4.19.40. If no, go to step 4.19.35	Leave Administration
4.19.35	Record Leave Without Pay	CAT2	N/A	END	Leave Administration
4.19.40	Employee records use of Shared Leave	ESS	N/A	N/A	Employee/ESS
4.19.45	Employee eligibility for Participation in Shared Leave ends	Manual	N/A	N/A	Employee/ESS
4.19.50	Delimit the Shared Leave Eligibility Record See BPP	PA61	IT0696	N/A	Leave Administration
4.19.55	Review Employee's Leave Balances See BPP	PT50	N/A	N/A	Leave Administration
Decision	Donated leave remaining?	Manual	Decision	If yes, go to step 4.19.60 If no, go to End	Leave Administration
4.19.60	Prorate remaining leave by donor	ZXXX (online transaction code	N/A	End – Inform Donors of returned	Leave Administration

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
	See BPP	to be determined during development)		leave	
4.19.65	Inform Donors of returned leave	Manual	N/A	END	Leave Administration

1.17.3 Solution Recommendations

The VSL eligibility will be maintained using the infotype Shared Leave Eligibility (IT0696).

The donated VSL will be maintained in a separate quota (Quota Type 80) to ensure that the recipient is compliant with the policy requirement to use all of their own available leave prior to using the donated leave.

1.17.4 SAP Design Considerations

An appropriate Shared Leave sub-type will be configured for the Shared Leave Eligibility infotype (IT0696). This will be used to identify the employee's eligibility. The start and end dates of the record will reflect the duration of the eligibility. The Shared Leave Administrator will be responsible for coordinating the shared leave eligibility with the donations.

Additionally, the Quota Type 80 will be created in order to allow the employee the quota which will carry the VSL donations. This will ensure that the recipient is compliant with the policy requirement to use all of their own available leave prior to using the donated leave.

1.17.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE RATING	COMMENTS/SUGGESTIONS
Leave balances will now be maintained in SAP	All	Low	Designated employees will need to be trained to perform this process in the SAP system, where they have been doing it manually.
Potential overlap with other agency leave administration practices (LWOP, LOA, FMLA)	All	Low	Designated employees will need to be aware of the integration with PA processes when the situation arises.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ EPT**	**CHANGE RATING**	**COMMENTS/SUGGESTIONS**
Shared leave administrator must learn to use new system	All	Low	Designated employees will need to be trained to perform this process in the SAP system, where they have been doing it manually.
JOB ROLE IMPACTS	**AGENCY/ EPT**	**CHANGE RATING**	**COMMENTS/SUGGESTIONS**
Using BEACON to support the management of VSL program.	All	Low	Designated employees will need to be trained to perform this process in the SAP system, where they have been doing it manually.

1.17.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
None		

1.17.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
None		

1.17.8 Development Items

Form for request – RICE ID S015

Workflow for request – RICE ID W004

Possible development to support the return of shared leave according to policy. RICE ID A025

1.18 Record Injury or Work Related Illness

1.18.1 Process Overview

This process will support an agency recording an incident or accident in the BEACON system using standard SAP functionality. In some cases the injury may become a Worker's Compensation claim, the majority of which, with the exception of DOT, are currently being handled by a third party administrator (TPA). Data related to the Workers' comp claim is available and accessible through the TPA system, but there is not a standard way to capture Workers' Comp information outside of the third party system. Upon implementation of SAP, the agencies will have the ability to record the injury or illness and the TPA claim in the SAP system. The information to be recorded is limited in nature and only serves as reference data for reporting in SAP.

1.18.2 Process Definition

1.18.2.1 Process Description

Workshop discussions identified a requirement to capture the TPA case number and the injury/illness date for reporting in SAP. The Leave Administrator will record these data points on the Additional Absence Data infotype (IT0082). These data points will then be available in SAP and viewable outside the TPA system. After the data is captured on Additional Absence Data (IT0082), it is available for reporting.

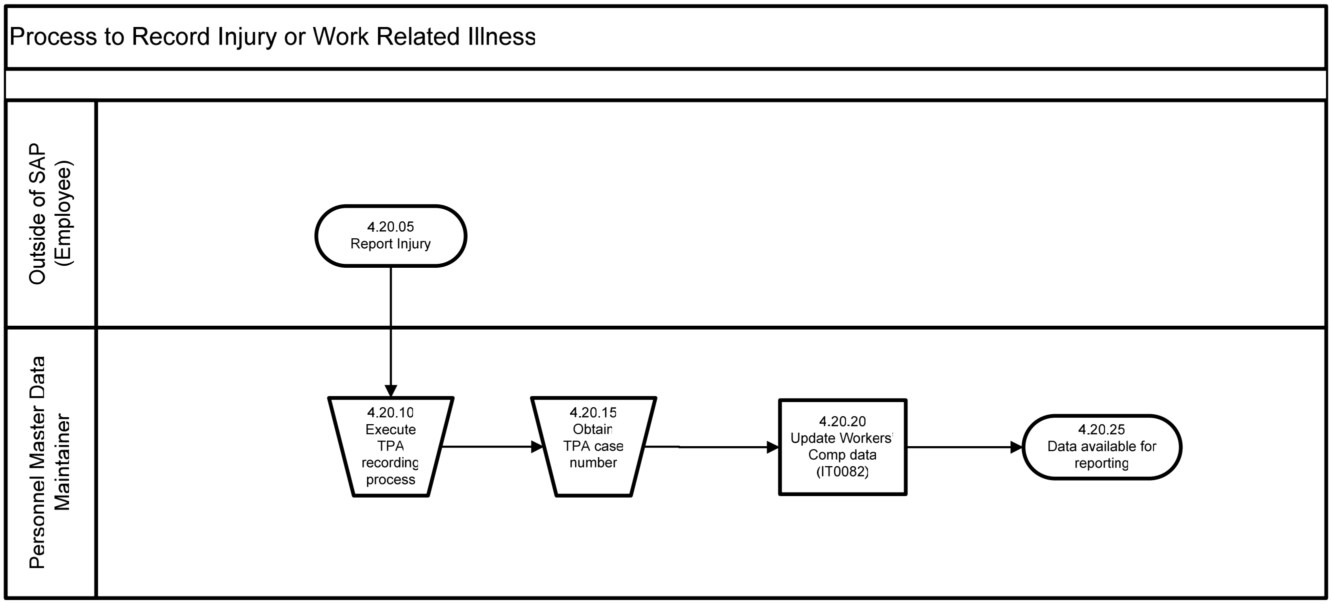
For state agencies using a TPA:

In the event that an employee is injured or becomes ill on the job, he/she may be eligible for Workers' Comp benefits. In order to process the Workers' Comp, the injury or illness must be reported to the TPA. After an injury or illness is captured in the TPA's system, the TPA issues a case number back to the agency's Leave Administrator that will identify the employee's Workers' Comp claim.

For NCDOT:

NCDOT does not use a TPA to administer Workers' Comp. No unique requirements have been identified for NCDOT.

1.18.2.2 Process Flow



1.18.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.20.05	Report injury	Manual	START	N/A	Outside of SAP (Employee)
4.20.10	Execute TPA recording process	TPA system	N/A	N/A	Leave Administration
4.20.15	Obtain TPA Case Number	TPA system	N/A	N/A	Leave Administration
4.20.20	Update Workers' Comp data See BPP	PA61	IT0082		Leave Administration
4.20.25	Data available for reporting	Variable		END	Leave Administration

1.18.3 Solution Recommendations

The Additional Absence Data (IT0082) will be configured to capture the fact that what is being recorded is a sickness or an injury. The infotype will store the case number, description, date of incident and date reported. The record will support the identification of the county of occurrence and whether the illness or injury resulted in hospitalization and any additional text by using the variable data function.

1.18.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
IT0082 subtypes for Illness and Injury		
IT0082 Variable Data, settings for the entry of a county, and hospitalization flag		

1.18.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
The process to record work related injuries/illnesses in the system is not currently in place.	All	Low	New opportunity to capture this information in BEACON.
Process and policy which describes the amount and type of data that can be recorded for an employee.	All	Med	Employee privacy concerns vs. requirement to store data in BEACON.
The Leave Administrator/HR Administrator role should also be the Worker's Comp Representative for an agency/department, or coordinates with them to get the TPA system claim number.	All	Low	Communication between appropriate parties is important to the process.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
None			
JOB ROLE IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Use of BEACON to record appropriate data	All	Low	This information is not currently being recorded in a common system. This will represent a change to the agency process.

1.18.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Responsible persons will need access to both TPA system and BEACON.	Jan 08	Training concerning the purpose of this record should reference the fact that this is not a replacement for the claim management process currently in place.

1.18.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Manual integration with TPA system as required	Functional	Claim number from TPA system will be entered into SAP.

1.18.8 Development Items

None.

1.19 Process Request for Advanced Leave

1.19.1 Process Overview

SAP will be configured to automatically maintain quotas for Sick Leave and Vacation Leave. This process identifies the necessary steps to process requests for the advancement of Sick Leave or Vacation Leave. BEACON will support the advancement of leave consistent with the State policies, which currently state that leave may be advanced with the limit of the amount the employee would earn in the remainder of the current calendar year. The choice of whether to advance any type of leave will remain with the Agency.

Employees can request an advance of either vacation or sick leave. A leave request must be explicitly approved by his/her supervisor. Following the approval of the advance the administrator will create the appropriate advance leave balance manually.

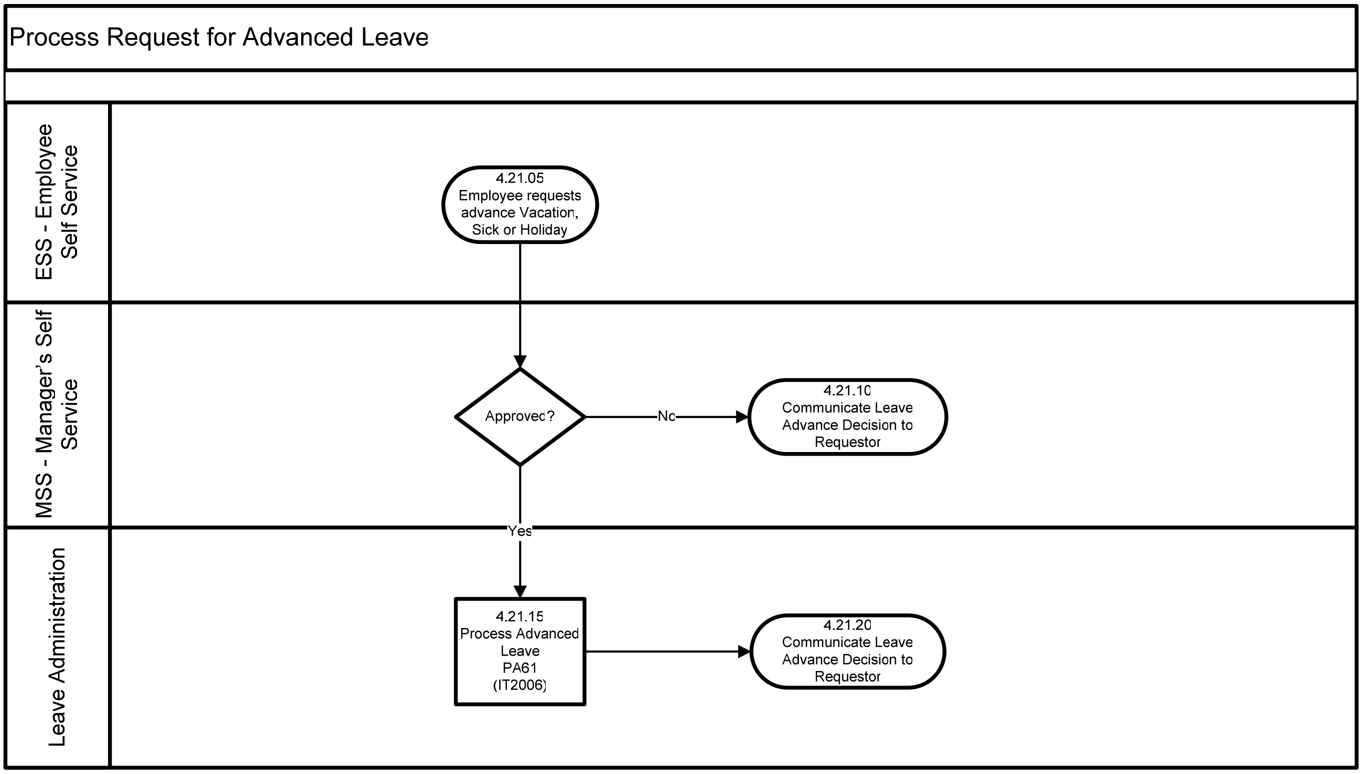
1.19.2 Process Definition

1.19.2.1 Process Description

When an employee requests and receives approval for an advance of vacation or sick leave, the administrator will execute this process to create a separate “Advanced Sick Leave” or “Advanced Vacation Leave” quota for the employee’s use. This balance will be maintained on the Absence Quota infotype (IT2006).

This liability will be reduced by the employee’s regular accruals until the advance has been fully offset. Additionally, if mutual consent has been elected for or by this employee, approved overtime will be used to reduce the advanced leave debt. If the employee has not accrued enough vacation leave to cover the amount of advanced leave by the end of the calendar year, the balance of the advanced time off will be automatically recovered in the first payroll of the new year.

1.19.2.2 Process Flow



1.19.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.21.05	Employee requests advanced leave (vacation or sick)	Paper	**START**	Request sent to supervisor	ESS – Employee Self Service
Decision	Approved?	Manual	Decision	If yes, go to step 4.21.15 If no, go to step 4.21.10	MSS – Manager's Self Service
4.21.10	Communicate Leave Advance decision to requestor	Manual	Advanced leave not approved	**END**	MSS – Manager's Self Service
4.21.15	Process Advanced Leave Request	PA61	IT2006	N/A	Leave Administration
4.21.20	Communicate Leave Advance decision to requestor	Manual	Advanced leave approved	**END**	Leave Administration

1.19.3 Solution Recommendations

Advance Vacation, and Advance Sick Leave are separate quota balances that are maintained directly on the Absence Quota infotype (IT2006). The security role "Leave Administrator" will have authorization to create and maintain Absence Quotas (IT2006). A corresponding Attendance Quota (IT2007) will be generated when the employee uses the advance so the employee will be able to monitor his/her liability.

Leave is only authorized to be advanced in the amount that the employee would otherwise accrue in that calendar year. This is a restriction that will be manually enforced.

Advance leave will be balanced each period following the advance with the amount accrued by the employee in that period. If the advanced leave is taken, then a liability will be generated. If the advanced leave is not taken, then hours of leave that the employee accrues will reduce the amount of advance leave available to the employee. If the employee is ineligible for leave accrual, then the balance and liability is not updated and is carried (unchanged) into the next period. This will continue until January 1st of the year following the advance. If there is an outstanding liability on January 1st of the year following the advance, then a wage type generating a deduction for the number of hours that have been advanced and used, but not yet recovered will be created and passed to payroll automatically. This will result in a deduction to recover the leave advanced in the previous year. This deduction will be included in the next payroll process executed for the employee.

1.19.4 SAP Design Considerations

Processing of quota accruals for repayment of advanced leave will be processed using time evaluation. Recovery of advanced time off will be automated.

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Quota type for Advance Vacation Leave	72	
Quota type for Advance Sick Leave	71	
Rules for advanced leave processing	Time Evaluation	

Development of a standard form or form letter for capturing the request and the approval will be helpful. Form development: RICE ID - S018. Workflow development: RICE ID – W005.

1.19.5 Change Management Considerations

This process is different from the current process in that the leave management processes are not consistently managed using technology. The leave accrual, adjustment and advance process have been significantly manual up to this implementation. This process using the SAP system to support leave management processes is a significant change to the working processes for leave management.

There is no specific change to the policies concerning leave management required by this process.

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No policy changes.			
Procedures for requesting Advance Leave will be executable within the BEACON.	All	Medium	Training will be required for those employees who will be performing Advance Leave request processing in BEACON SAP.

ORGANIZATIONAL FUNCTION IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Automated recovery of advanced time off	All	Low	Advanced Leave will be tracked in the system and the recovery of it will be automated. No one will have to manually keep track of this liability and ensure that it is paid back.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Leave Administrator	All	Medium	Will be authorized to maintain quotas. There need to be some process checks and balances to ensure that leave balances are only adjusted under specific documented conditions.
Leave Administrator	All	Medium	Could be centralized. If centralized, then additional time for entry by the service center will be required.

1.19.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Administrators require access to the R/3 system.	Jan 2008	

1.19.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Research of an employee's leave balances and usage history is warranted before a supervisor approves a request for Advanced Leave.	PA	Research process will require coordination with HR and with the employee and supervisor to determine if the employee's service is properly calculated. Additionally, coordination with the employee will be required to determine if the absences that have been recorded are accurate.
Integration with payroll for the automated recovery of advanced time off.	PY	The Time Evaluation process will be configured to send appropriate deduction wage types to Payroll.

1.19.8 Development Items

Development of a standard form or form letter for capturing the request will be helpful. Form development: RICE ID - S018. Workflow development: RICE ID – W005.

1.20 Assign On call

1.20.1 Process Overview

Operations in the State of North Carolina often require that employees who are finished with their work days are asked to be available (on call) for duty during otherwise off hours. In this situation it is the policy of the State of North Carolina to provide additional compensation to the designated employees, regardless of appointment type, who are required to serve in on-call status and/or who are called back to work. Agencies are entitled to select job classes and/or individual positions that are subject to on-call and/or emergency callback. If a position or job/class is entitled to reimbursement of on-call time, then any on-call hours assigned to an employee are reimbursed at the appropriate rates per OSP policy. Policy allows the reimbursement to be accomplished using compensatory time or payment. Designation of the method of compensation is maintained on the Job or Position along with the designation of eligibility for on call duty.

This process describes assigning an employee(s) to on call duty for the purpose of identifying who is on call for a specific period.

1.20.2 Process Definition

1.20.2.1 Process Description

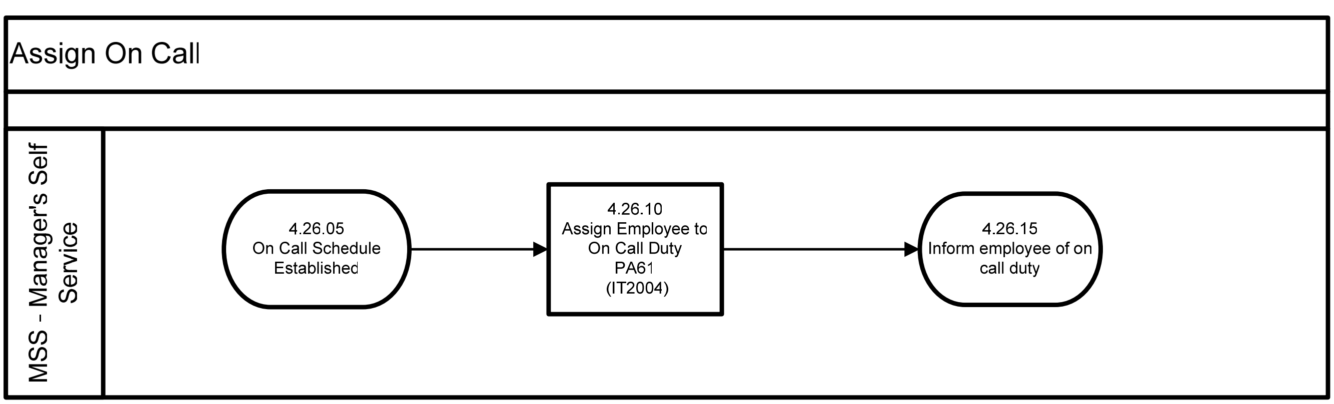
Before an employee can be assigned on-call duty, his or her position must be eligible for on call. To set the eligibility and compensation method of on call for jobs and positions, please refer to "Manage Additional Settings (On Call, Substitution, Shared Leave)".

It is the supervisor's or manager's responsibility to determine the on-call schedule for the employee. For each on-call period, the manager or supervisor creates an on-call record for the employee using the "On Call" infotype (IT2004) via transaction PA61 or Manager's Self Service (MSS), and informs the employee of the on-call assignment.

By creating the on-call record, Time Evaluation will process the on-call hours without any further explicit entry during time recording to designate the on-call period. After Time Evaluation, the compensation method identified on the eligibility record is processed appropriately.

For on-call eligibility and compensation rates, please reference the *Office of State Personnel Manual, Section 4, pgs 69-71.3*.

1.20.2.2 Process Flow



1.20.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.26.05	On-Call Schedule Established	Manual	START	Decision	MSS
4.26.10	Assign Employee to On-Call duty (IT2004)	PA61 MSS IT2004	N/A	Infotype 2004	MSS
4.26.15	Inform employee of On-Call duty	Manual	N/A	END	MSS

1.20.3 Solution Recommendations

The Time Team's recommendation for indicating "on call" status is to have the Manager create a record for On Call infotype (IT2004).

On Call - IT2004

The On Call infotype is used to manage on-call assignments for employees. Time Evaluation will read these records and generate wage types for payment based on these records, or compensate the employee with a Comp Time accrual, as appropriate.

On-call records can be created for infrequent on-call assignments (for example, on a daily basis) or for recurring on-call times by specifying a date range applicable to the on-call record.

If the on-call time extends across midnight, the "Previous Day" indicator should be checked in order to have the compensation be associated with the previous day's date.

On Call infotype (IT2004) functionality also allows selection of a daily work schedule or a work schedule rule to indicate the times of on call. In specific agency situations, if the periods of on call are regular and repeating, schedules or rules can be utilized to simplify the entry of on-call time.

1.20.4 SAP Design Considerations

The on-call records will be managed by the supervisors and/or managers. There will be two types of on call subtypes which will allow for the recording of the on-call times, Full On Call and Partial On Call. Full On Call is designed to reflect an on-call period that extends from the end of an employee's scheduled working time to the start of the next scheduled working time for the employee. A Partial On Call is a period that starts at some point at or after the end of a scheduled shift for an employee and/or ends before the start of the subsequent shift for the employee.

NOTE: According to the policy, if the employee is called back within the on-call period, then the on-call is interrupted. Consequently, if the Partial On Call is used, then the employee must identify any call back time as either within the on-call period (Call Back In) or outside of the on-call period (Call Back Out) by using the appropriate attendance type. If the Full On Call is used, then any call back time will be processed according to the policy.

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Availability Types (Full and Partial)	2 digit number	25 character text name

1.20.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No policy impacts.			
Assigning employees to be in "on call" status in the system is different from current procedures. Time administrators will no longer have to make payroll entries to indicate payment for "on call" time. The system will handle this for them.	All	Medium	The number of employees using "on call" status is relatively low, so the impact Statewide is low, but for those affected, the procedural changes are greater.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
N/A			
JOB ROLE IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Managers will now need to indicate "on call" status in the system through MSS or PA61.	All	Medium	The number of employees using "on call" status is relatively low, so the impact Statewide is low, but for those affected, the procedural changes are greater.

1.20.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Supervisors/Managers will be required to maintain this information for their employees and consequently have access to either MSS or R/3.	Jan 2008	

1.20.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Time Evaluation will be sending wage types for payment to the Payroll functional area.	Payroll	

1.20.8 Development Items

Enable MSS function for the entry of On Call. RICE ID: C070

1.21 Maintain Participation in Baylor Plan or Incentive Pay

1.21.1 Process Overview

The State allows for Incentive Pay programs, such as the “Baylor” Plan at DHHS. These plans outline very specific work schedule and premium pay rules for participating employees. When the rules are met, the affected employees are compensated accordingly.
http://www.dhhs.state.nc.us/humanresources/hr/4Services/spec_pay_inc.html

An example: A Nurse on a Baylor Plan may agree to work weekends exclusively. The employee, in exchange for working the specific weekend shifts, will be compensated for 80 hours, when the actual hours worked may be 60. (http://www.dhhs.state.nc.us/humanresources/timekeeping/supervisors_guide/baylor.html)

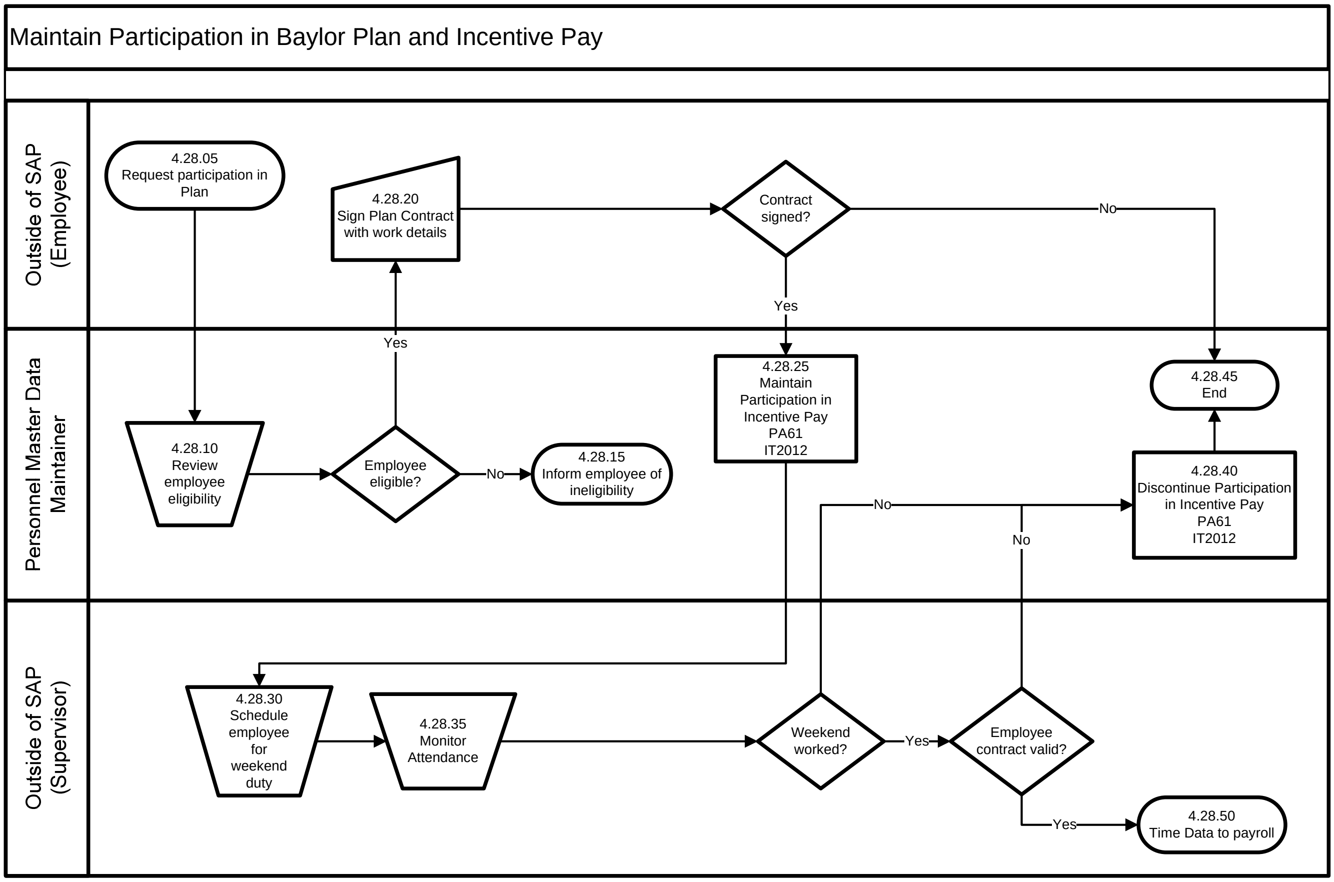
This document outlines the process for identifying and managing an employee with an Incentive Pay contract.

1.21.2 Process Definition

1.21.2.1 Process Description

A qualified employee wishing to participate in an Incentive Pay program may apply for or request participation in the Incentive Pay program. If the employee is eligible for Incentive Pay and approved, a contract will be signed, and the employee’s participation is reflected in SAP by creating a new Time Control Indicators record (IT2012). The employee will then adopt the appropriate Plan work schedule. If the employee adheres to the Plan, his or her compensation will reflect the contractual Incentive Pay adjustment. If, at any point, the employee does not meet the contractual obligations of the Plan, the related IT2012 record is delimited, signaling the employee is no longer eligible for the Incentive Pay program.

1.21.2.2 Process Flow



1.21.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.28.05	Request participation in Incentive Pay plan	Paper	START	N/A	Outside of SAP (Employee)
4.28.10	Review employee eligibility	Manual	N/A	N/A	Personnel Master Data Maintainer
Decision	Employee eligible?	Manual	Decision	If yes, go to 4.28.20 If no, go to 4.28.15	Personnel Master Data Maintainer
4.28.15	Inform employee of ineligibility	Manual	N/A	END	Personnel Master Data Maintainer
4.28.20	Sign plan contract with work details	Manual	N/A	N/A	Outside of SAP (Employee)
Decision	Contract signed?	Manual	Decision	If yes, go to 4.28.25 If no, go to 4.28.45	Outside of SAP (Employee)
4.28.25	Maintain Participation in Incentive Pay See BPP	PA61 IT2012	N/A	N/A	Personnel Master Data Maintainer
4.28.30	Schedule employee for weekend duty	Manual	N/A	N/A	Outside of SAP (Supervisor)

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.28.35	Monitor attendance	Manual	N/A	N/A	Outside of SAP (Supervisor)
Decision	Weekend worked?	Manual	Decision	If yes, go to Decision Employee contract valid If no, go to 4.28.45	Outside of SAP (Supervisor)
Decision	Employee Contract Valid?	Manual	Decision	If yes, go to 4.28.50 If no, go to 4.28.40	Outside of SAP (Supervisor)
4.28.40	Discontinue Participation in Incentive Pay See BPP	PA61 IT2012	N/A	N/A	Personnel Master Data Maintainer
4.28.45	End	Manual	N/A	END	Outside of SAP (Supervisor)
4.28.50	Time data to Payroll	N/A	N/A	END	Personnel Master Data Maintainer

1.21.3 Solution Recommendations

Time Control Indicators (IT2012)

Time Control Indicators allow you to make changes to an employee's time balances that have been calculated in Time Evaluation. Additionally, this record will be used to control the processing of the time evaluation process that will create the data necessary according to the business rules of the specific plan. In the Baylor Nurse Incentive Pay Program, the results of Time Evaluation will include the compensation adjustments associated with the Incentive Pay plan. For the Nurse's Incentive program, the number of hours to be paid at the additional dollar per hour will be collected each day and paid after 6 months.

There are several incentive pay plans offered to the medical classes at DHHS. http://www.dhhs.state.nc.us/humanresources/hr/4Services/spec_pay_inc.html The specific Incentive plans offered by the State will be subtypes on IT2012.

Each entry on the Time Specification record will be identified with the start and end date of the contract duration, the appropriate sub-type and the value '1' in the number of hours field.

This process will be executed by the person in the Agency responsible for the management of the incentive contracts.

1.21.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Each contract period will be identified with the start and end dates of the infotype.		
Each plan will be represented by a sub-type on the infotype.		
The "number of hours" field will be maintained with the value '1'.		

1.21.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ EPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No change to incentive pay policies.	All offering these plans	N/A	N/A
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Capture of the contract in the BEACON environment.	All offering these plans	Low	Those people managing this process will have to record the contract in the system. They are not currently capturing this information in a system. This will allow the automated processing of the employee data in accordance with the business rules specific to the plan.
JOB ROLE IMPACTS	**AGENCY/ EPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
There has been some discussion as to who in an organization would own the responsibility for keeping up with the incentive pay contracts, as that may be a centralized function (i.e., Nursing Office) which may not be the same as the Master Data Maintainer identified in the process flow	All offering these plans	Low	The Agency will determine which employees are assigned the role to manage this assignment.

1.21.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to the R/3 environment is required.	Jan 2008	

1.21.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Wage types defined in payroll will be used in the time evaluation process to identify the pay resulting from the time evaluation results.	PY	

1.21.8 Development Items

No development currently required.

1.22 Maintain Dates for Service Calculations

1.22.1 Process Overview

This document describes the process for maintaining dates in the system that will be used in time evaluation calculations. The dates will be the source for the calculations to determine an employee's Total State Service (for leave accrual rates and their entitlement for longevity payments) and Continuous State Service. Additionally a date reflecting the start date for the calculation of the Creditable Retirement Service may be required. An interface from the Retirement System will be required – RICE ID: I103.

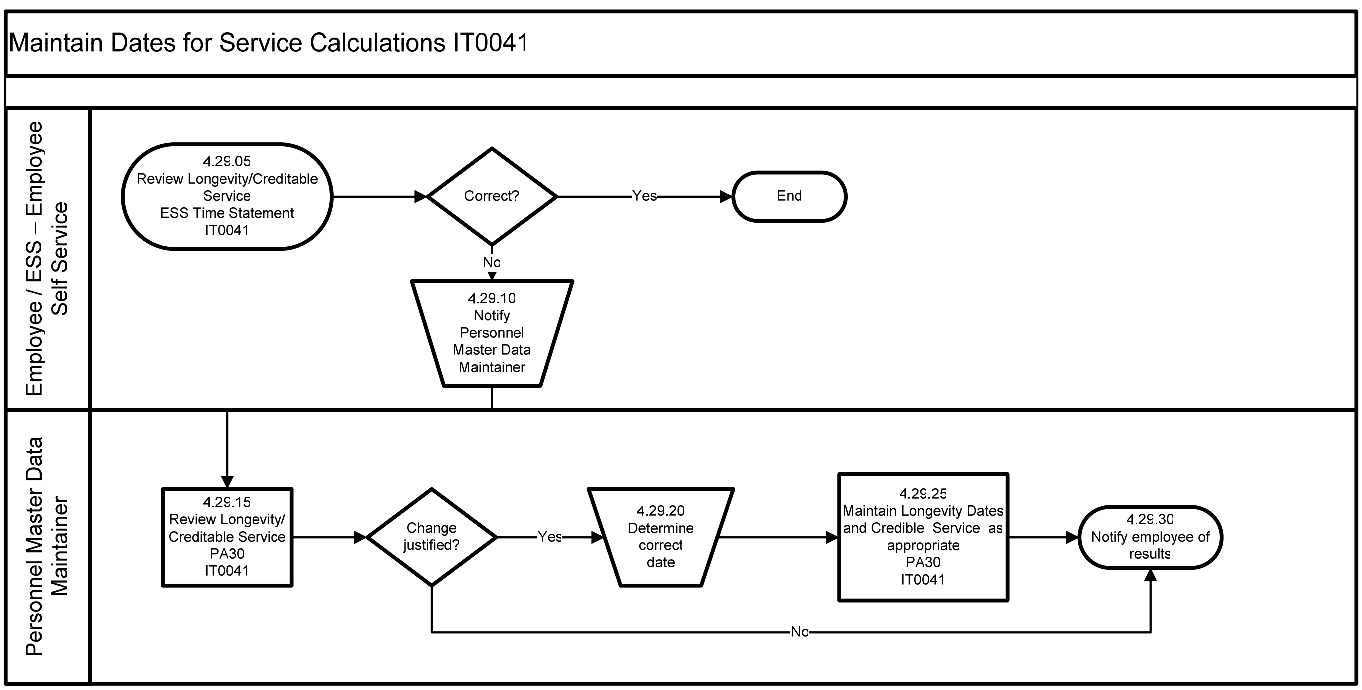
1.22.2 Process Definition

1.22.2.1 Process Description

An employee may review the date(s) included on the Time Statement which is available through ESS. If they think that these dates are incorrect, they should contact their Time Administrator or the Personnel Master Data Maintainer for their unit.

The Personnel Master Data Maintainer will look at the dates and research possible discrepancies. If a change is warranted, they will make the appropriate adjustment and notify the employee. If not, no action is needed except to notify the employee.

1.22.2.2 Process Flow



1.22.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.29.05	Review Longevity/Creditable Service	ESS Time Statement IT0041	START	N/A	Employee/ESS – Employee Self Service
Decision	Correct?	Manual	Decision	If yes, go to End, process is correct, no change required If no, go to step 4.29.10	Employee/ESS – Employee Self Service
4.29.10	Notify Personnel Data Maintainer	Manual	N/A	N/A	Personnel Master Data Maintainer
4.29.15	Review Longevity/Creditable Service See BPP	PA30 IT0041	N/A	N/A	Personnel Master Data Maintainer
Decision	Change justified?	Manual	Decision	If yes, go to step 4.29.20 If no, go to step 4.29.30	Personnel Master Data Maintainer
4.29.20	Determine correct date	Manual	N/A	N/A	Personnel Master Data Maintainer
4.29.25	Maintain Longevity and Credible Service as appropriate. See BPP	PA30 IT0041	N/A	N/A	Personnel Master Data Maintainer
4.29.30	Notify employee of results	Manual	N/A	END	Personnel Master Data Maintainer

1.22.3 Solution Recommendations

Infotype 0041 – Date Specifications will be used to hold the dates referenced by time evaluation calculations. Separate “Date Types” will be set up for Original Hire Date, Total State Service Date, Creditable Service for Retirement Date, and Continuous State Service Date. It is recommended that we do not replace Date Type 01, which is an SAP delivered value. Coordination with other BEACON teams will be required before a numbering convention is selected, as they also have a need to establish Date Types.

As an example, for a new employee first starting with the State, all four of the dates mentioned above should be the same. If an employee joins State service but has other employment time that can count for retirement purposes, then the value of the Creditable Service for Retirement Date can be adjusted to reflect the additional time.

1.22.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Date Type	2 character alpha-numeric	20 character name

1.22.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No policy impact.			

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Increased access to these date values.	All	Low	Procedures for reviewing these values will be different. Employees have not previously had the ability to review these dates online.

ORGANIZATIONAL FUNCTION IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
N/A			
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
N/A			

1.22.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Information must be made available via ESS	Jan 2008	

1.22.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Date Specifications should be included as part of actions that could affect the date types used.	PA	

1.22.8 Development Items

Inclusion of the Date Types in the Time Statement Form may require development. RICE ID: S019

1.23 Maintain Eligibility for Shift Premium

1.23.1 Process Overview

This document describes the process for maintaining the flag for Shift Premium eligibility. This flag will reside on a new infotype that is created for either a Job or Position object in Organizational Management. Where the policy allows eligibility for all positions related to a particular Job, the setting can be made on an infotype record related to the Job and all related Positions will inherit the setting. Where the eligibility is only allowed for a specific Position, the setting can be made on an infotype record related to the specific Position.

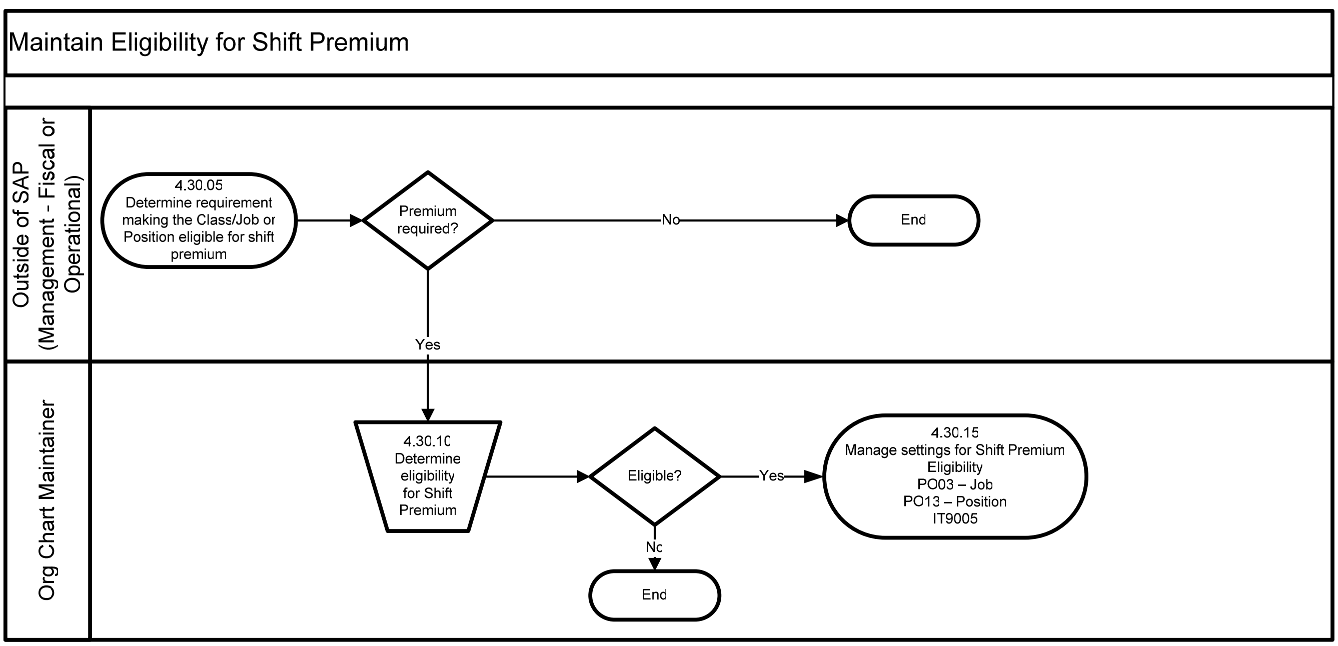
1.23.2 Process Definition

1.23.2.1 Process Description

Someone in Fiscal or Operational Management in an Agency will determine that a Job or Position is eligible for Shift Premium pay.

Someone with an authorization role for organizational management objects will verify that the Job or Position is eligible and then manage the appropriate settings on the custom infotype "Time Management Settings" (IT9005) RICE ID: A016.

1.23.2.2 Process Flow



1.23.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.30.05	Determine requirement making the Class/Job or Position eligible for shift premium	Manual	Start	N/A	Outside of SAP (Management – Fiscal or Operational)
Decisio	Premium required?	Manual	Decision	If yes, go to	Outside of SAP

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
n				step 4.30.10 If no, go to End, no premium required	(Management – Fiscal or Operational)
4.30.10	Determine eligibility for shift premium	Manual	Determined premium required	N/A	Org Chart Maintainer
Decision	Eligible?	Manual	Decision	If yes, go to 4.30.15 If no, go to End, determine not eligible	Org Chart Maintainer
4.30.15	Manage settings for shift premium eligibility	PO03 – Job PO13 – Position IT9005 (RICE ID: A016)	Determined eligible	END	Org Chart Maintainer

1.23.3 Solution Recommendations

The eligibility flag will be stored on a new custom infotype Time Management Settings (IT9005) (RICE ID: A016) that will be related to an organizational management object – either a Job or a Position. This new infotype will hold several flags required for Time Management processing, including the Shift Premium Eligibility Flag.

1.23.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
New infotype required	9005	Time Management Settings
Population of related infotype fields as required		

1.23.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No policy impacts	All	N/A	N/A
This process involves a new procedure where the eligibility is indicated by a flag in the system.	All	Medium	Eligibility was previously determined manually or in coding within Payroll programs.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
N/A			
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
An OM role will now have authorization and responsibility to manage the settings on the new infotype.	All	Low	Training for employees is required to make the updates to the jobs and positions based on the appropriate information and approvals.

1.23.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
N/A		

1.23.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Integration with OM objects and infotypes	OM	

1.23.8 Development Items

Develop Time Management Settings infotype IT9005. RICE number ID A016.

1.24 Maintain On Call Method and Rate

1.24.1 Process Overview

It is the policy of the State of NC to provide additional compensation to designated employees, regardless of appointment type, who are required to serve in on-call status and/or who are called back to work. The eligibility for on-call compensation is determined by the Office of State Personnel and can be designated at the job level or by individual positions. This process highlights how on-call hours and compensation will be maintained in SAP.

1.24.2 Process Definition

1.24.2.1 Process Description

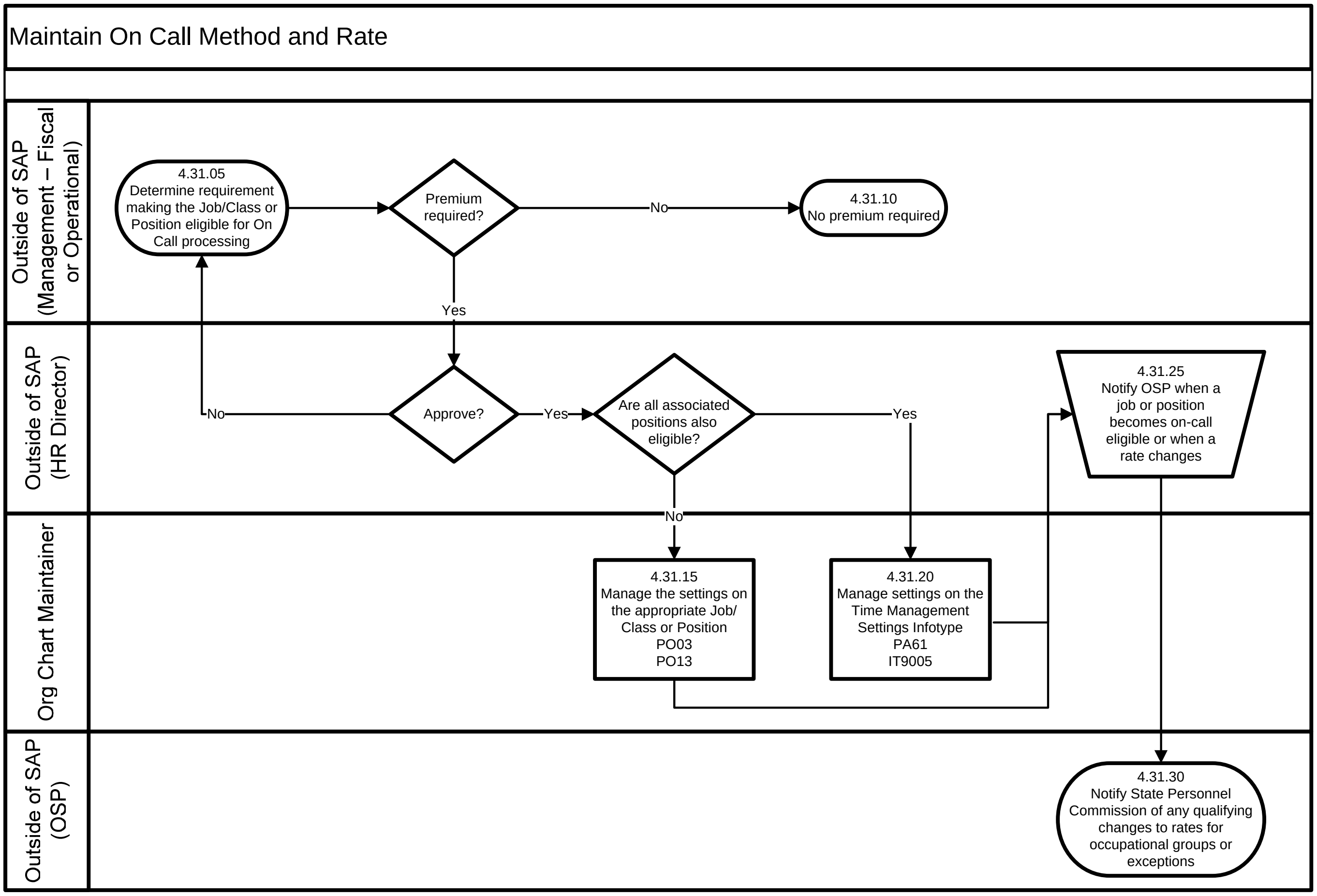
Based on business needs, the management within an agency selects job classes (to be referred to as "jobs" in SAP) and/or individual positions that should provide on call support. The resulting list is submitted to the agency HR Director for approval. If approved, the HR director sends the list of eligible jobs or positions, along with the rates to be paid, to the Office of State Personnel (OSP). It is assumed that the OSP provides yet another approval for the submitted list and then determines if the requests are applicable across the job or specific positions only. If all of the positions described by the job are eligible for On Call, then the settings to control On Call are maintained on the Time Management Settings infotype (custom IT9005) for the job. This infotype will also store the method of compensation for the on call time spent by those employees associated with the job (via positions), whether with pay or with comp time. If the eligibility is specific to an individual position or a specific set of positions the Time Management Settings infotype is maintained on each relevant position. Positions or jobs receiving paid compensation for On Call will also require an hourly rate to be entered on the Time Management Settings infotype (IT9005). Employees receiving comp time for On Call time will have the comp time handled in the same manner as any other time data that contributes to the Comp Time Quota.

On Call compensation can be in the form of additional pay or compensatory time. The rate for each On Call designation is determined by the OSP based on survey data of prevailing practices in the applicable labor market. The following chart provides a summary of the current allowable rates/compensation for various occupations.

ON CALL RATE	OCCUPATIONS
Up to $3.00 per hour (or 1 hour of compensatory time for every 8-hour shift)	Medical/Health Care Information Technology Skilled Trades
Up to $2.00 per hour (or 1 hour of compensatory time for every 8-hour shift)	Accounting Finance Clerical Office Services Legal and Administrative Management Human Services Licensing and Inspection – Public Safety Institutional Services Engineering and Architecture Agricultural and Conservation

The complete On Call/Emergency Callback policy can be found in the Salary Administration section (Section 4) of the State Personnel Manual, pgs 69-71.3.

1.24.2.2 Process Flow



1.24.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.31.05	Determine requirement making the Job/Class eligible for On Call processing	Manual	START	N/A	Outside of SAP (Management – Fiscal or Operational)
Decision	Premium required?	Manual	Decision	If yes, go to Decision Approve? If no, go to step 4.31.10 END	Outside of SAP (Management – Fiscal or Operational)
4.31.10	No premium required	Manual	N/A	END	Outside of SAP (HR Director)
Decision	Approve?	Manual	Decision	If yes, go to Decision Area all associated positions also eligible	Outside of SAP (HR Director)

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
				If no, go to step 4.31.05	
Decision	Are all associated positions also eligible?	Manual	Decision	If yes, go to step 4.31.20 If no, go to step 4.31.15	Outside of SAP (HR Director)
4.31.15	Manage the settings on the appropriate Job/Class or Position See "Job Processing" or "Position Processing"	PO03 PO13	N/A	N/A	Org Chart Maintainer
4.31.20	Manage settings on the Time Management Settings Infotype See BPP	PA61 IT9005	N/A	N/A	Org Chart Maintainer
4.31.25	Notify OSP when a job or position becomes On Call eligible or when a rate changes	Manual	N/A	N/A	Outside of SAP (HR Director)
4.31.30	Notify State Personnel Commission of any qualifying changes to rates for occupational groups or exceptions	Manual	N/A	END	Outside of SAP (OSP)

1.24.3 Solution Recommendations

On Call compensation settings will be stored on the Time Management Settings infotype (IT9005). This is a custom infotype with numerous fields support settings for time processing. This infotype will be integrated with time evaluation processes to control the application of rules affecting the time entered by or assigned to employees.

1.24.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Settings specific to the Time Management Settings infotype (IT9005)		

1.24.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Training issue to emphasize new terminology	All	Low	New terminology will be introduced with the new SAP system. The State currently uses the terms 'job' and 'class' interchangeably, or even uses the term 'job class'. Going forward in the new SAP environment, the term 'job' will be used to appropriately designate the general classifications the State currently refers to as 'job classes'.

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
New method for indicating On Call payment due.	All	Low	In Time Evaluation, only those people with the On Call flag and an On Call assignment will be compensated for On Call. This replaces explicit On Call timesheet entries. This is a training issue.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Organizational management maintenance role will be identified within each agency.	All	Med	Currently many Org management processes are centralized. This may represent a change to the location of the responsibility to maintain organizational data.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
On Call assignments will have to be maintained in R/3.	All	Low	The lists are currently maintained somewhere. This is just a change to procedure.
Eligibility settings will be managed in R/3.	All	Low	Employees using R/3 to maintain organizational information will require training.

1.24.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to R/3 will be required.	Jan 2008	

1.24.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Organizational management objects will be updated by this process.	OM, PT	

1.24.8 Development Items

RICE ID: A016 Enhancement to Create Time Management Setting

1.25 Maintain OT Comp Time Override

1.25.1 Process Overview

The Overtime (OT) Comp Time Override designation is a programmatic approach to the practice in some agencies of paying out Comp Time on or before the date it would be required to be paid under the State Compensatory Time policy (one year). If the Agency staffing requirements are such that an employee working hours in excess of his scheduled hours would not likely have an opportunity to take that time off, the Agency may elect to pay the Comp Time to the employee at a lesser interval. ‘Immediately’, ‘after 30 days’, and ‘after 60 days’ have been suggested as payout periods for Comp Time in affected Agencies. The OT Comp Time Override is only relevant for employees eligible to receive Comp Time.

This document describes the process for electing the OT Comp Time Override.

1.25.2 Process Definition

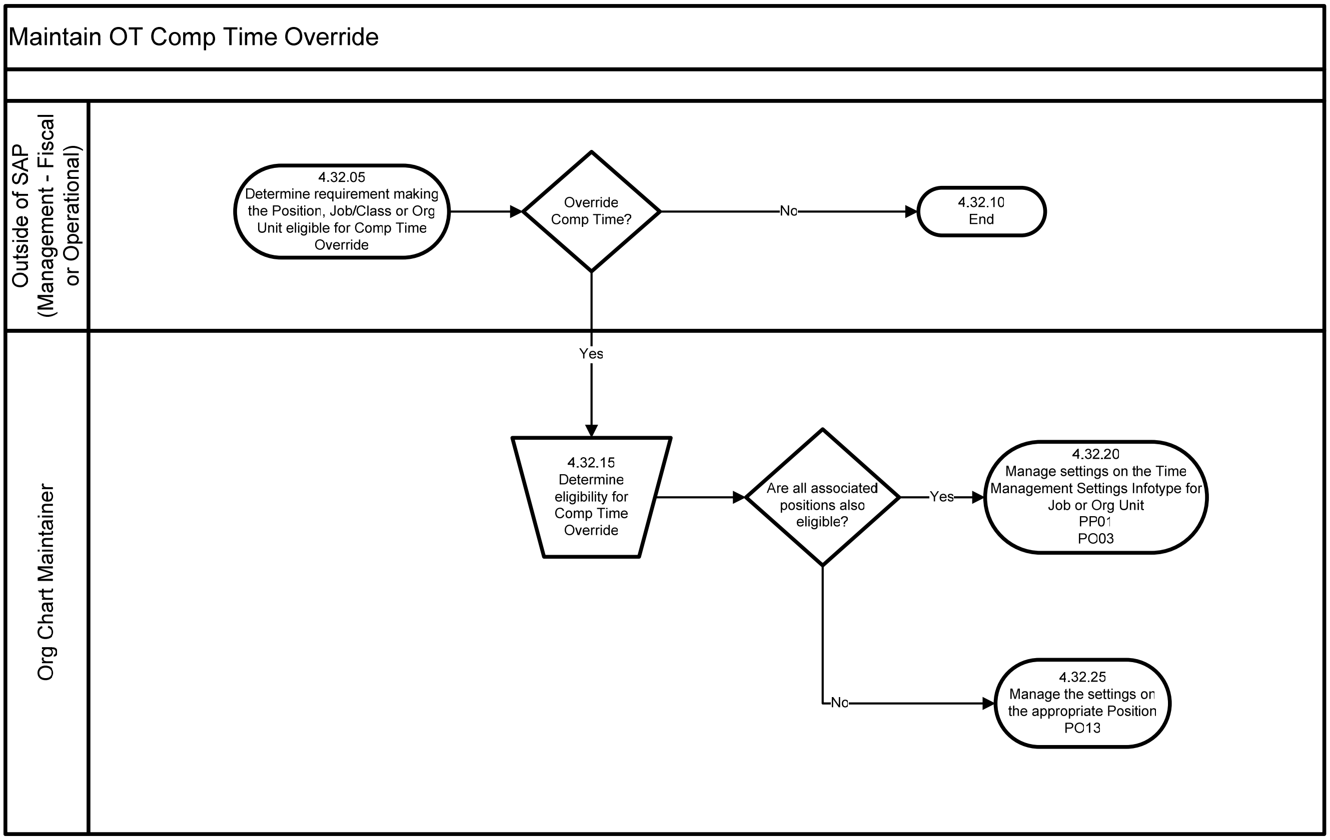
1.25.2.1 Process Description

This process begins with the identification of Positions or Jobs/Classes that earn Comp Time but do not have adequate opportunities to take the Comp Time hours earned off without the year period specified by policy. The decision has been made that the overtime hours should be paid at a frequency less than the one year specified by policy.

If an override is warranted, a decision is made regarding whether the changes are appropriate for all positions in a Job/Class or Org Unit. If they are, the Org Chart Maintainer will have the responsibility for updating the affected Job(s)/Classes or Org units with the OT Comp Time Override flag. If not, then the Org Chart Maintainer will have the responsibility for updating the affected Position(s) with the OT Comp Time Override flag. RICE ID A016.

Once set, Comp Time earned will be automatically paid out in accordance with the frequency selected.

1.25.2.2 Process Flow



1.25.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.32.05	Determine requirement for paying the Comp Time instead of accumulating	Manual	START	N/A	Outside of SAP (Management – Fiscal or Operational)
Decision	Override Comp Time?	Manual	Decision	If yes, go to 4.32.15 If no, go to 4.32.10	Outside of SAP (Management – Fiscal or Operational)
4.32.10	End	Manual	Determined not to override comp time	END	Org Chart Maintainer
4.32.15	Determine eligibility for Comp Time Override	Manual	N/A	N/A	Org Chart Maintainer
Decision	Are all associated positions also eligible?	Manual	Decision	If yes, go to 4.32.20 If no, go to 4.32.25	Org Chart Maintainer
4.32.20	Manage settings on the Time Management	PP01 (Org unit)	N/A	END	Org Chart Maintainer

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
	Settings infotype for the Job or Org Unit See “Organizational Unit Processing”, “Job Processing”	PO03 (Job)			
4.32.25	Manage the settings on the appropriate Position See “Position Processing”	PO13	N/A	END	Organizational Designer

1.25.3 Solution Recommendations

The OT Comp Time Override flag will be maintained on the appropriate object in the Organizational Management processes (see the process descriptions “Job Processing”, “Position Processing” and “Organizational Unit Processing”) when a payout period less than the standard one year is required.

The management of the record “Time Management Settings Infotype” (IT9005) (RICE ID A016) will create a corresponding Time Control Indicator (IT2012) record in the background. This indicator record will be used by time evaluation processes.

If a value of 30 or 60 is entered on the OT Comp Time field on IT9005, then the value will be visible on the corresponding IT2012 record. If the field is left blank, then the value on IT2012 will be ‘1’ and this will result in the OT Comp time being processed for payout in the next available payroll. If the value in the field represents a number of days (30 or 60, for example) then for the duration of the IT2012, any OT accumulated will be paid in the first available payroll after that number of days has passed from the date the OT was worked. <u>If there is no IT2012 available at the time when the OT is earned, the payout period will be one year following the pay period in which it was earned.</u>

NOTE: The Time Control Indicator (IT2012) record should not be manually maintained as this will represent an inconsistency in the application of the policy. The definition of the regularly scheduled payout should be maintained on the Position or Job. If, for some reason, this is to be paid out specifically for the employee, then a Time Quota Compensation (IT0416) should be used.

This will be maintained by the person responsible for the maintenance of the organizational management objects.

1.25.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Time Control Indicator Sub-type		
“Time Management Settings Infotype” (IT9005)		

1.25.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
It will be up to the individual Agencies to decide if this functionality is appropriate for their employees.	All	Low	Agencies will apply this to org units, jobs or positions as appropriate.

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
None.	N/A	N/A	N/A
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Identification of the organizational object maintainer.	All	Med	Persons are currently assigned this role; the use of the BEACON SAP system will be new.

1.25.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to R/3 will be required.	Jan 2008	

1.25.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Assignment of this characteristic to the OM objects Job and Position.	OM	Integration realized through the custom infotype IT9005

1.25.8 Development Items

RICE ID #A016. This is the development of the IT9005. The processing of this infotype will include the creation of a corresponding IT2012. Development should include use of the user exit for time management infotypes to ensure that the IT2012 with this specific sub-type is not manually maintained in the interest of data integrity.

1.26 Maintain Planned Working Time

1.26.1 Process Overview

The standard workweek for full-time employees who are subject to the State Personnel Act is forty hours per week. The normal workday schedule is five days per week, eight hours a day plus a meal period. Other schedules apply to part-time employees and some shift employees. Agencies are responsible for determining the appropriate schedules for these employees. Many Agencies offer flexible alternate work schedules to employees. Appropriate work schedules will be created to support the various schedules required to support State operations. These schedules will probably number in the hundreds. Work schedules will not be limited to a specific agency, except in specific situations, such as with 28-day schedules required to support law enforcement (not needed in agencies without law enforcement employees).

Because of the nature of the various State activities, some positions require a workweek other than five days. The normal daily work schedule may not apply to education, hospital and similar institutions, or work units with 24x7 operations.

There are numerous work schedules utilized by the agencies across the state. For the purposes of Time Evaluation, each employee will be assigned a work schedule. This will be used to support the accrual of vacation and sick leave as well as the evaluation of attendances and absences.

At go-live, SAP will contain all of the work schedules identified by the agencies. Each employee will be assigned a work schedule during conversion and during any hire, rehire or transfer action (each employee will ALWAYS have a planned working time record assignment). When there is a legitimate need for an employee to change his or her work schedule, the appropriate agency designee must approve the request and ensure the work schedule for the employee is changed in SAP. This process describes how an employee’s work schedule is changed in SAP.

1.26.2 Process Definition

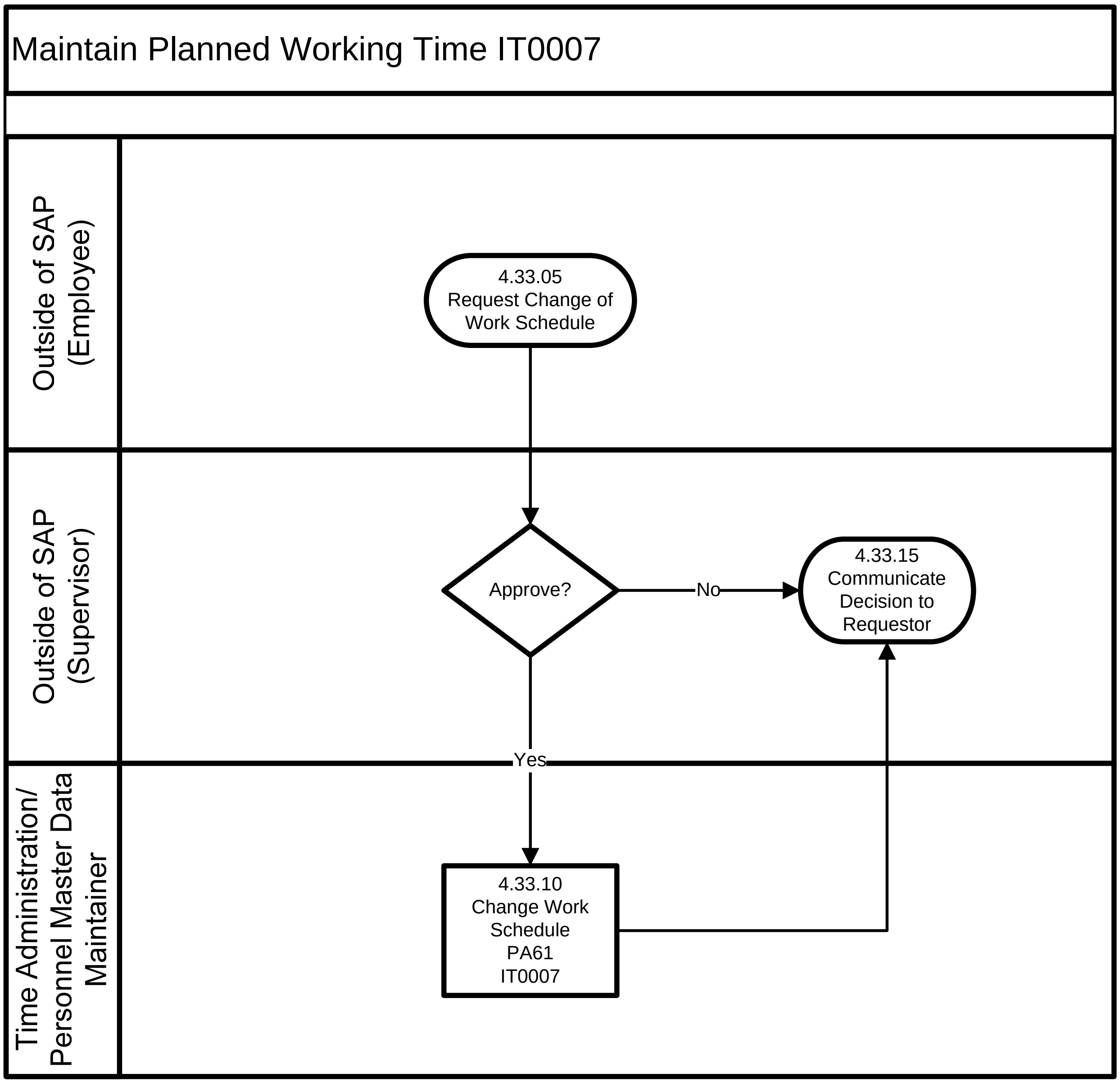
1.26.2.1 Process Description

Agencies may choose to utilize a variable work schedule that allows employees to choose a daily work schedule and meal period which, subject to agency necessities, is most compatible with their personal needs. If an agency allows variable work schedules, then an employee may request an alternate work schedule with his/her supervisor.

The supervisor may approve or reject the employee’s request based on the needs of the agency. If the request is rejected, the rejection is communicated to the requestor. If the supervisor approves the request, then the supervisor passes the request to the Time Administrator or Personnel Master Data Maintainer for processing. An employee’s work schedule is updated on the Planned Working Time infotype (IT0007) via transaction PA61. The employee is then informed of the update to his or her work schedule and the effective date of the new work schedule.

If an employee requests a work schedule that is not in SAP, then the supervisor or an appropriate agency representative should submit a change request for the new work schedule to the BEACON support team. For information regarding the process for implementing a change in work schedule, please reference “Manage Work Schedule Rules”.

1.26.2.2 Process Flow



1.26.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.33.05	Request Change of Work Schedule	Manual	START	N/A	Outside of SAP (Employee)
Decision	Approve?	Manual	Decision	If yes, go to step 4.33.10 If no, go to step 4.33.15	Outside of SAP (Supervisor)
4.33.10	Change Work Schedule	PA61 IT0007	N/A	N/A	Time Administration Personnel Master

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
					Data Maintainer
4.33.15	Communicate Decision to Requestor	Manual	N/A	END	Outside of SAP (Supervisor)

1.26.3 Solution Recommendations

Planned Working Time – Infotype 0007

Based on the employee's request, a new Planned Working Time record will either be copied or created. (NOTE: Due to retroactive calculation implications the change function should only be used when appropriate.) The management of this record will be executed by either the supervisor, manager or the appropriate time administrator, based on the Agency's business process.

The Planned Working Time (IT0007) infotype is used to store an employee's work schedule rule. The work schedule rule specifies an employee's planned working time over a specified period. Time Evaluation uses an employee's work schedule to evaluate time data.

The time management status will be used to control the how the time evaluation process is applied.

The working week field is also used to determine the overtime period that applies to an employee.

If the employee is a part time employee, then the part time check box should be appropriately maintained.

Additionally, you can view daily, weekly, monthly and annual working hours based on the work schedule rule of the employee.

The fields will be populated with default values. These default values are determined using features. These values are defaults only; they can be changed as required.

1.26.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
The Planned Working Time record will ONLY be created or copied – NEVER changed by users in the field.		
When 'create' is used the features SCHKZ, TMSTA and WWEEK provide default values.		

1.26.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
The official designation of a work schedule for each employee may represent a change in some organizations.	All	Low	The designation of a work schedule will not replace the oversight of the manager or supervisor and their ability to consent to "flex" time.

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
The work schedule assignment will drive the payment of shift premiums for eligible employees on eligible shifts.	All	Low	This is a conversion issue (for those that have explicit schedules now) and a training issue. Care should be taken to ensure that employees normally eligible for premium pay are properly assigned to shifts that are correctly designated as eligible shifts.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
It is intended that Agencies recording time in BEACON will no longer make explicit entries for comp time and OT. Successful computation of Comp Time, OT and premiums depends on the correct shift assignment and OT period.	All	High	Some agencies may be unaccustomed to the concept of just entering hours and letting the system execute the calculations.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
The use of shift designations, in addition to other flags and settings to facilitate time evaluation, should result in less time spent checking and re-checking entries on paper timesheets for those agencies doing time entry into BEACON via R/3 or ESS.	All	High	The concept of just entering hours and letting the system sort it all out may be a tough sell in some agencies.

1.26.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
R/3 access required for maintenance of the employee record.	Jan 2008	No standard

1.26.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Integrates with IT0008 Basic Pay (Employment percentage).	PY	Insure that employment percentage remains at 100. Field hidden on IT0007.

1.26.8 Development Items

None known at this time.

1.27 Maintain Shift Premium Value

1.27.1 Process Overview

The State shall provide additional compensation for employees who are regularly scheduled to work on either an evening or night shift, or on a weekend shift for certain classes when determined to be necessary to be competitive with the labor market. Shifts will be defined within the agency based on operating requirements and work environment.

The Office of State Personnel (OSP) and the agency shall determine the eligible classes and positions. OSP alone determines the compensation rates for Shift Premium pay. The current value for Shift Premium (as determined by OSP) is 10% of the regularly hourly rate, however, OSP has the authority to change this rate based on prevailing practices in the applicable labor market. This process involves maintaining the value associated with the Shift Premium eligibility and rate of a job or position.

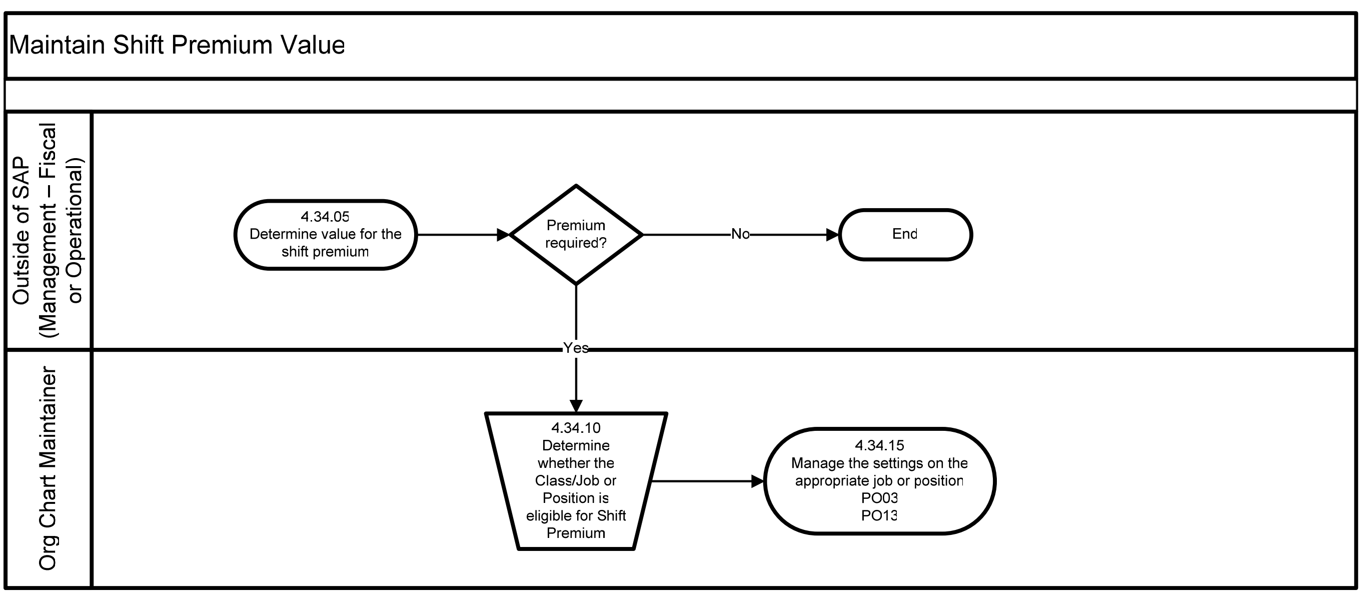
1.27.2 Process Definition

1.27.2.1 Process Description

The Maintain Shift Premium pay process begins with a determination of the Shift Premium value. As enforced by OSP, the current hourly rate for Shift Premium pay is 10% of an employee's regular hourly rate. (Note: If necessary, OSP may decide to change this rate in the future).

Agency management is also responsible for making the final determination as to whether or not the Premium is required for a specific job or position. If the premium is not required, then the process ends. If the Premium is required the responsibility is passed to the Org Chart Maintainer to apply the Shift Premium value at the appropriate organizational level. The indicator can be attributed to an entire job or single positions. After this determination is made, the applicable changes are made on the job (PO03) or position (PO13).

1.27.2.2 Process Flow



1.27.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.34.05	Determine value for the shift premium	Manual	START	N/A	Outside of SAP (Management – Fiscal or Operational)
Decision	Premium required?	Manual	Decision	If yes, go to step 4.34.15 If no, go to END	Outside of SAP (Management – Fiscal or Operational)
4.34.10	Determine whether the Class/Job or Position is eligible for Shift Premium	Manual	N/A	N/A	Org Chart Maintainer
4.34.15	Manage the setting on the appropriate job or position See "Position Processing"	PO03 PO13	N/A	END	Org Chart Maintainer

1.27.3 Solution Recommendations

This data will be stored on the Time Management Settings infotype (IT9005). This infotype will be associated with jobs and positions. It will be maintained as required based on the business requirements.

A shift premium eligibility indicator and a weekend premium eligibility indicator will be available on this infotype as well as a rate indicator for each.

1.27.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Time Management Settings (IT9005)		

1.27.5 Change Management Considerations

Some agencies have been given the authority to set rates and shift premium eligible hours to improve hiring and retention. Those rates are still subject to OSP approval. The ability for agency personnel to make the value change directly in SAP does not replace the obligation to get approval, although at this time there is not a mechanism in SAP to reflect the approval by OSP.

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Procedure change: The OSP approval and execution process may change to include the centralized management of this data. If the management of the data remains decentralized, then OSP may require access to review these settings.	All	Med	Change to the approval process and consequent maintenance of the jobs and/or positions.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Coordination of approval procedure.	All	Med	Identification of responsible parties and coordination of the maintenance of the organizational objects (jobs and positions).

JOB ROLE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Those positions responsible for coordinating the approval of the requests to add or change the premium eligible jobs and/or positions.	All	Med	Positions and persons with the responsibility must be identified and trained in the procedures and system processes supporting the definition of the premium application.

1.27.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Users will require access to R/3.	Jan 2008	

1.27.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Integration between Time Management processes and OM	OM	

1.27.8 Development Items

This process will require development of the custom infotype 9005 “Time Management Settings” to support the processing of the shift and weekend premiums. RICE ID A016

1.28 Maintain Mutual Consent for Time Processing

1.28.1 Process Overview

Mutual consent refers to the process of offset leave taken or leave liabilities used for overtime. Leave liabilities include Adverse Weather and Advanced Leave (Vacation or Sick). Mutual consent represents an agreement between an agency and an employee that certain rules will be applied when leave liabilities exist. With mutual consent, an employee’s leave liabilities will be reduced or eliminated when additional hours are worked. Some agencies currently apply mutual consent manually and adjustments are made on the timesheets. In SAP, mutual consent will be automated so that leave liabilities are reduced systematically based on the working time recorded. In addition to the offset of leave liabilities, mutual consent will ensure that employees will not be recording a combination of work time and leave time in the same period resulting in a “pay enhancing” situation. In a period where an employee takes time off reducing a leave balance (Sick, Vacation, Comp time) and then consequently works the required hours during the remaining days available in the period, they will have earned his or her balance back. This process details the application of mutual consent in SAP and the ability of agencies to designate mutual consent for all or subsets of their employees.

1.28.2 Process Definition

1.28.2.1 Process Description

Mutual consent is an agreement between an employee and an agency for the handling of a leave liability or leave used in a period. Therefore, an agency must first establish a policy for mutual consent and communicate the policy to its employees. Within the SAP environment, an agency may designate up to three varieties of mutual consent as outlined below.

1) Greater than 40 hours in a week

   In a period where an employee has taken leave and worked more than their requirement for regularly scheduled hours, the leave record shall be reduced by the excess hours.

   Example: An employee takes eight hours of vacation on Monday and works 40 hours Tuesday – Friday. The total for the week would be 40 regular hours and the 8 hours of vacation balance that was reduced by the vacation recorded on Monday, which would be restored to the vacation quota.

2) Automate payback of Adverse Weather

   When an employee has an Adverse Weather liability and earns comp time, the comp time earned is used to payback the Adverse Weather liability.

3) Automate payback of Advanced Leave

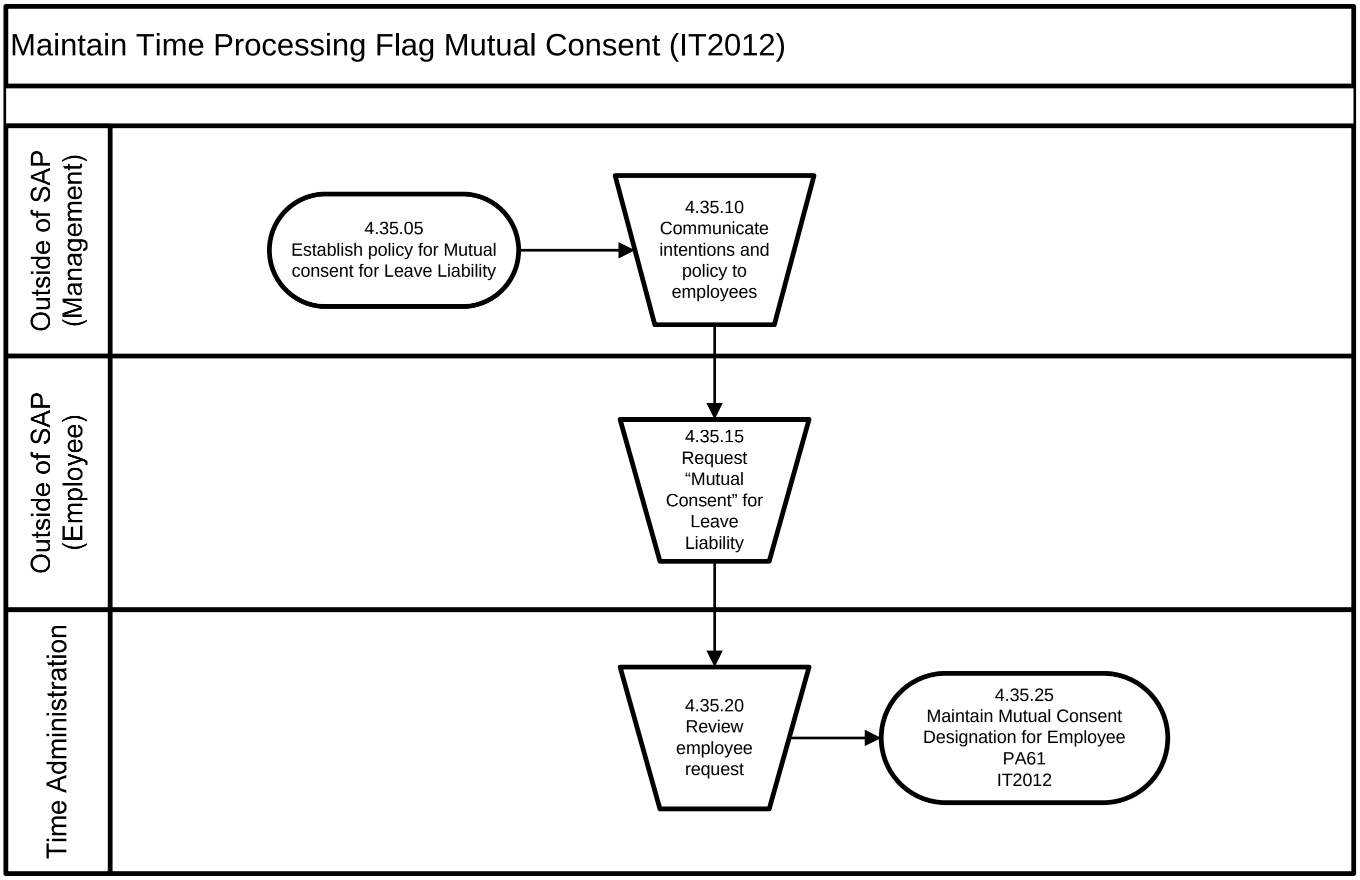
   When an employee has an Advanced leave liability and earns comp time, the comp time earned is used to payback Advanced Leave.

Based on the agency’s designation of allowable mutual consent and the employee’s agreement, the employee requests “Mutual Consent” for leave liability. The employee’s request will be handled outside of SAP and passed on to the appropriate Time Administrator.

The Time Administrator reviews the employee’s request and sets the applicable mutual consent designations on the Time Control Indicator infotype (IT2012) via PA61.

After this designation has been made, the applicable mutual consent is handled during Time Evaluation.

1.28.2.2 Process Flow



1.28.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.35.05	Establish policy for Mutual consent for Leave Liability	Manual	START	N/A	Outside of SAP (Management)
4.35.10	Communicate intentions and policy to employees	Manual	N/A	N/A	Outside of SAP (Management)
4.35.15	Request "Mutual Consent" for Leave Liability	Manual	N/A	N/A	Outside of SAP (Employee)
4.35.20	Review employee request	Manual	N/A	N/A	Time Administration
4.35.25	Maintain Mutual Consent Designation for Employee See BPP	PA61 IT2012	N/A	END	Time Administration

1.28.3 Solution Recommendations

The Time Control Indicator infotype (IT2012) record for the employee will be created based on the employee's agreement to this policy. Based on the Agency policy, there is a written record of the request from the employee on record to support the processing of this activity. It is understood that in some agencies, the condition of employment is acceptance of the Mutual Consent process. The agreement between the Agency and the employee is captured automatically using dynamic actions for all types of leave liabilities. These agencies are:

- State Auditor
- Department of Administration
- Administrative Office of the Courts
- Department of Transportation
- Department of Corrections

The processing for the return of the balance will be executed in time evaluation. This will ONLY replace the balance and NOT replace the recorded absence. The fact that the employee was away on that day will still be on his or her record.

NOTE: Overtime hours that would otherwise have been identified as compensable will be identified and calculated according to the standards of the Fair Labor Standards Act (FLSA). For those employees subject to FLSA this means that rate of accumulation for hours to be used against any liability is at the rate of “time and a half”. For those employees not subject to the FLSA overtime premium, the rate for the hours to be applied against identified liabilities is one to one.

NOTE: According to policy ONLY those hours that are ‘bona fide’ overtime based on work load are eligible for application to this process. Employees are not allowed to work overtime specifically to replace a leave liability.

Excerpt from policy for Adverse Weather
(http://www.osp.state.nc.us/manuals/manual99/weather_etcpolicy.pdf):

Advisory Note: Non-exempt employees may use compensatory time to make up for time lost if management approves the overtime in response to bona fide needs for work in excess of forty hours. If there is no bona fide need for overtime, then the make-up time must be limited to weeks when a non-exempt employee has not worked a full forty hours due to scheduled or unscheduled absences. Agencies must use extreme care in determining when overtime work by non-exempt employees is justified and decisions to require overtime shall be based on the same criteria as used when the serious conditions are not an issue.

NOTE: This process will only be executed if time data has been entered for the employee for the period. For employees using an exception based time recording only those hours meeting the criteria as bona fide overtime hours will be applied to a liability.

NOTE: The order of replacement via mutual consent will be:

- Adverse Weather
- Advanced Vacation
- Advanced Sick
- Comp leave
- Vacation
- Sick

This process will be applied to the employee record by the person with the responsibility to update the employee’s personnel record (HR Master Data Maintainer).

Conversion of the mutual consent information will be handled under RICE ID C068.

Although a paper form to support the request part of this process is needed, the Time Team does not recommend development in the SAP system to support the form or routing of the form to appropriate managers. The infrequency of which this item will be maintained does not warrant such development.

1.28.4 SAP Design Considerations

During Wave 2 workshops agencies identified the requirement to allow multiple Mutual Consent designations. Currently there are four flags, which will be represented as subtypes on IT2012 as indicated below.

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Mutual consent – Leave reinstatement		
Mutual consent – Adverse Weather Payback		
Mutual consent – Advance Vacation/Sick Leave Payback		
Mutual Consent – All Liabilities		
Appropriate Attendance quotas		
Appropriate rules for the management of the time data that has been entered		

1.28.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
There is not an explicit policy for mutual consent at the State level or at all agencies. Since the agencies determine whether or not to allow mutual consent, it would be nice for it to be referenced in policy?	Agencies that allow Mutual Consent	Low	Shari Howard at OSP has met with the Time Team and has taken the idea back to OSP. A policy statement is not required to move forward, but it would be a “nice to have”.
If mutual consent is going to be handled systematically by SAP, then a more formalized request/designation process may be necessary.	Agencies that allow Mutual Consent	Low	Develop an offline process to document the request (form or standard letter) and agreement to the mutual consent process. This will not be an online component to this documentation.
Integration with payroll practitioners to explain why comp time has either not been accumulated or paid.	Agencies that allow Mutual Consent	Low	Will need to explain the automated process to the payroll practitioners as well as the time administrators, leave administrators, supervisors, managers and employees.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Management of the definition of the policy and the distribution of the request process.	All	High	Mutual consent behavior exists now, but isn’t documented in policy statements or supported by formal request processes. Enabling system controls to support mutual consent will be a change for agencies and those managers and employees involved.
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Removal of the need to manually apply mutual consent for agencies that choose to use these flags.	Agencies that allow Mutual Consent	Medium	Mutual consent is currently managed in a manual fashion at the agencies that choose to use mutual consent. In SAP, mutual consent can be an automated process.

1.28.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to R/3 will be required for the application of the policy on an individual basis.	Jan 2008	

1.28.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Maintain flags on IT2012.	PA	The infotype containing mutual consent designations are assigned to Personnel Administration objects.

1.28.8 Development Items

Conversion of the mutual consent information will be handled under RICE ID C068.

1.29 Maintain Time Sheet Defaults

1.29.1 Process Overview

Agencies using positive time reporting require employees to account for every hour of the work week, whether working time or leave time. An employee working 40 hours Monday – Friday would be responsible for entering 40 hours of work time. Time data entered will be used to apply business rules in the time evaluation process.

Agencies using negative time reporting are only required to account for exceptions to their working time. Therefore, an employee working 40 hours Monday – Friday would not have to enter any time because the 40 hours of work is not an exception. If the employee takes vacation on Monday, then he/she would report only the 8 vacation hours for the week, since this leave is an exception to the employee's normal working time. In a negative time environment, an employee is paid normal compensation unless exception entries require additions or decrements to the employee's compensation.

The positive/negative time indicator is supported with the Time Sheet Default record (IT0315) for reporting reasons. When running reports, such as time not approved, it will be important to distinguish which employees to expect time entries for (positive recording) and which to not expect time entries for (negative reporting).

1.29.2 Process Definition

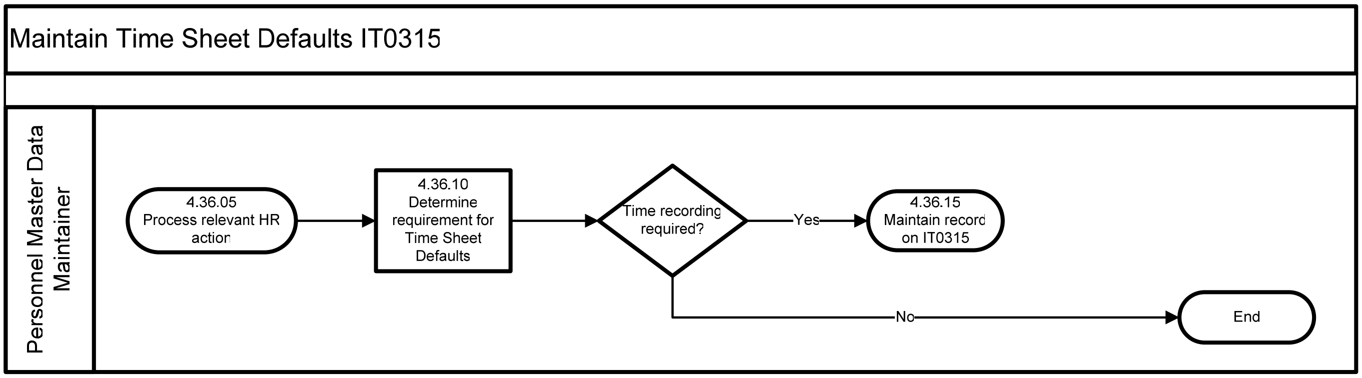
1.29.2.1 Process Description

The Time Sheet Defaults record for an employee is maintained as part of a relevant HR action. As part of the relevant HR action, Personnel Master Data Maintainers need to determine whether or not the employee will be considered either positive time or negative time. If the employee is a positive time employee, then the check box indicating that the employee is required to enter time sheet data on the Time Sheet Defaults infotype (IT0315) needs to be maintained to indicate positive recording.

The maintenance of IT0315 will be accomplished in the background using a dynamic action triggered by the Time Management Status field on the Planned Working Time infotype (IT0007). In the case of a dynamic action, the user will not be prompted to make entries on IT0315 as part of the relevant PA action. Instead IT0315 will be populated in the background. In the case where explicit entry on IT0315 is necessary, an administrator can manually update the infotype via PA30.

If the employee is not required to enter time, then the process ends and no maintenance is needed on IT0315.

1.29.2.2 Process Flow



1.29.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.36.05	Process relevant HR action	PA40	**START**	N/A	Personnel Master Data Maintainer
4.36.10	Determine requirement for Time Sheet Defaults	N/A	N/A	N/A	Personnel Master Data Maintainer
Decision	Time recording required?	Manual	Decision	If yes, go to 4.36.15 If no, go to END	Personnel Master Data Maintainer
4.36.15	Maintain record	PA61 IT0315	N/A	N/A	Personnel Master Data Maintainer

1.29.3 Solution Recommendations

Populate the Time Sheet Defaults infotype (IT0315) in the background using dynamic actions. Hide those fields that are not relevant using the screen modifications capabilities in configuration.

1.29.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Define the dynamic actions		
Define the settings for the screen modifications (hide unused fields)		

1.29.5 Change Management Considerations

The positive or negative time reporting behavior is already in place within the Agencies. Negative time reporting is only valid for salaried employees. Temporary employees are always positive time reporting. Some agencies require a time sheet and distribution of the time across charge objects for all employees as a business requirement for the tracking of costs or projects, not for the purposes of generating payroll for salaried employees. The individual agencies will decide how this default is to be set for their personnel.

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
None			
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Identification of those employees required to enter time data.	All	Low	Agencies that currently have an exception based time capture process may choose to change their process.
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
None			

1.29.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
None		

1.29.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
The Time Sheet Defaults infotype will be populated within a PA action	PA	Dynamic vs. explicit

1.29.8 Development Items

None known at this time.

1.30 Manage Substitutions

1.30.1 Process Overview

In the event that an employee is unable to work his or her shift, another employee may substitute on that shift if approved by the employee's supervisor. When taking over the position, the substituting employee assumes all the position characteristics for the position he/she is substituting for, including on-call and shift premium eligibility. This process describes assigning a shift substitution in the SAP system.

1.30.2 Process Definition

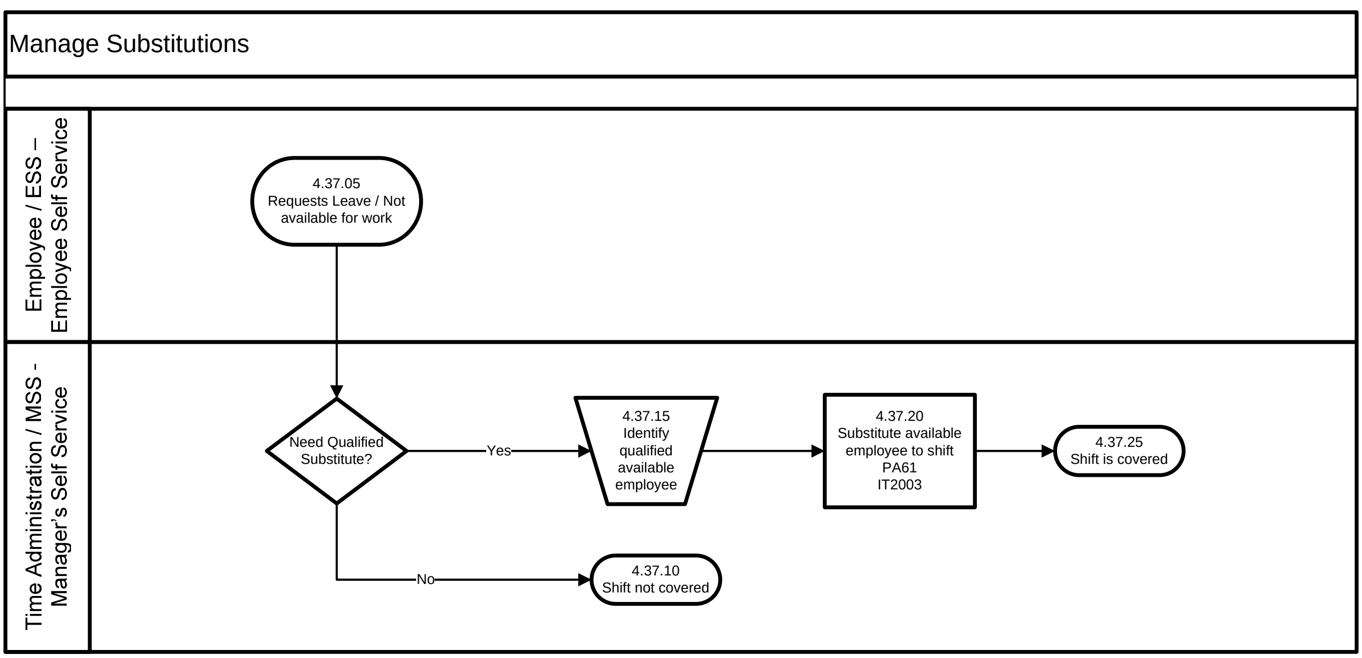
1.30.2.1 Process Description

One way in which the shift substitution process begins is when an employee requests leave and forwards the leave request to his/her manager via ESS or specific agency leave request process.

The manager receives the leave request either via MSS or manually and determines whether or not the employee requesting leave needs to have his/her shift covered while they are on leave. If the manager deems that a substitute is not required, then the process ends.

If, for any reason, a substitute is required, then it is the manager's responsibility to find a qualified substitute for the vacant shift and assign this shift to an available employee by creating a new Substitution record (IT2003) via PA61. The substitution record allows the substituting employee to be appropriately compensated for extra shift in the same manner that the original employee would have been compensated, including any position or shift related compensation, such as premiums. Additionally, time evaluation will consider the substitution as the employee's shift for the day instead of the assigned shift according to the Planned Working Time record (IT0007) for the employee.

1.30.2.2 Process Flow



1.30.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.37.05	Requests Leave/not available for work	ESS or Manual	START	N/A	Employee/ESS – Employee Self Service
Decision	Need qualified substitute?	Manual	Decision	If yes, go to step 4.37.15 If no, go to step 4.37.10	Time Administration MSS – Manager's Self Service
4.37.10	Shift not covered	Manual	N/A	END	Time Administration MSS – Manager's Self Service
4.37.15	Identify qualified available employee	Manual	N/A	N/A	Time Administration MSS – Manager's Self Service
4.37.20	Substitute available employee to shift	PA61 IT2003	N/A	N/A	Time Administration MSS – Manager's Self Service
4.37.25	Shift is covered	Manual	N/A	END	Time Administration MSS – Manager's Self Service

1.30.3 Solution Recommendations

Substitutions Infotype (IT2003)

The substitutions infotype will be used to determine the type of substitution being applied. Each type will require the supervisor to enter all of the required fields in order to successfully create the substitution record.

For a substitution that only requires the substituting employee to work the time that the missing employee would have worked (without adopting the pay relevant characteristics of the missing employee) the supervisor will use the "Simple Substitution". This will require the supervisor to enter the working time that the employee is to work.

If the substitution is supposed to represent a period of time the employee is working for another and if the substitution is to result in a pay change based on the position being substituted, then the "Position substitution" is to be used. The supervisor will enter the relevant data on the screen displayed.

1.30.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Substitutions (IT2003) subtypes Simple and Position		
Screen Control for each displaying only the data requiring update		

1.30.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
None			
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
None			
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Substitutions will be managed within BEACON SAP.	All agencies using substitutions	Low	Managers or Time Administrators will have the responsibility for designating substitutions within SAP and will need to be trained on how to do this.

1.30.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to the R/3 system is required.	Jan 2008	

1.30.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Integration with Payroll for the application of the pay rules specific to the position substitution	PY	

1.30.8 Development Items

Supervisors/managers should be able to process substitutions themselves if they have access to the portal or R/3. If they are using the portal, then development may be required to enable TMW (Time Managers Workbench) within MSS, or provide other access to creating and changing the Substitutions infotype (IT2003). RICE ID: A038

1.31 Edit/Correct Times and Distribution

1.31.1 Process Overview

Time entry may be completed by the employee through Employee Self Service (ESS) or by a Time Administrator directly in R/3. The status of records that have been entered will determine the approach for editing time records. Employees may enter time throughout a time recording period, making edits as necessary. Once the deadline has arrived, an employee must 'release' their entries for approval by their supervisor. An employee may continue to make edits and release the changes until the records are approved by the supervisor. After approval, only a Time Administrator will be authorized to make changes to the entries.

This document describes the process for editing and/or correcting time and distribution data that has been recorded in SAP.

1.31.2 Process Definition

1.31.2.1 Process Description

If an employee recognizes the need for edits or corrections to their time and distribution data, they may be able to make the changes themselves. If the time records have not been released, or if they have been released but not approved, the employee can simply make the appropriate changes to the data. When they are done, the changed records will be ready to be released.

If the time records have already been approved, then the employee must notify the Time Administrator and ask that they make the edits/corrections. The Time Administrator will make the edits/corrections. When that is done, the changed records will be saved in a released status and be ready to be approved.

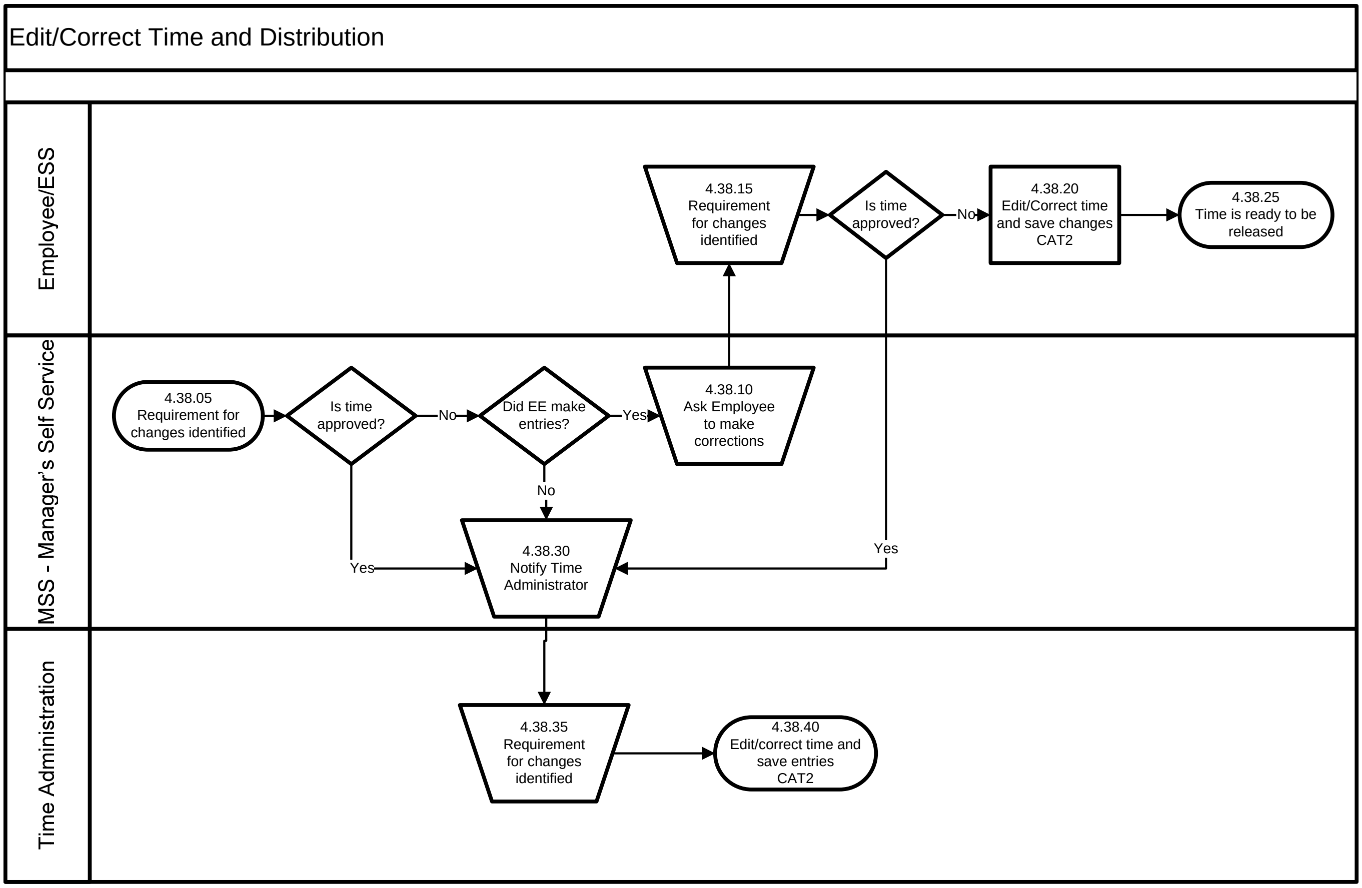
If the manager recognizes the need for edits or corrections to time and distribution data, he will either have to ask the employee to make the edits/corrections, or he will have to notify the Time Administrator and ask them to make the edits/corrections.

If the time records have not been released, or if they have been released but not approved, the manager can ask the employee to make the appropriate changes to the data. When they are done, the changed records will be ready to be released.

If the time records have already been approved, then the manager must notify the Time Administrator and ask that they make the edits/corrections. The Time Administrator will make the edits/corrections. When that is done, the changed records will be saved in a released status and be ready to be approved.

If the Time Administrator recognizes the need for edits or corrections to time and distribution data, he/she can make the edits/corrections. When that is done, the changed records will be saved in a released status and be ready to be approved.

1.31.2.2 Process Flow



1.31.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.38.05	Requirement for changes identified	Manual	START	N/A	MSS – Manager's Self Service
Decision	Is time approved?	Manual	Decision	If yes, go to step 4.38.30 If no, go to Decision Did EE make entries	MSS – Manager's Self Service
Decision	Did EE make entries?	Manual	Decision	If yes, go to step 4.38.10 If no, go to step 4.38.30	MSS – Manager's Self Service
4.38.10	Ask employee to make corrections	Manual	N/A	Go to step 4.38.15	MSS – Manager's Self Service
4.38.15	Requirement for changes identified	Manual	N/A	N/A	ESS – Employee Self Service
Decision	Is time approved?	Manual	Decision	If yes, go to step 4.38.30 If no, go to step 4.38.20	ESS – Employee Self Service
4.38.20	Edit/Correct time and save changes	CAT2	N/A	N/A	ESS – Employee Self Service

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.38.25	Time is ready to be released	N/A	N/A	END	ESS – Employee Self Service
4.38.30	Notify Time Administrator	Manual	N/A	N/A	MSS – Manager's Self Service
4.38.35	Requirement for changes identified	Manual	N/A	N/A	Time Administration
4.38.40	Edit/Correct time and save entries	CAT2	N/A	END	Time Administration

1.31.3 Solution Recommendations

The users executing this process will use the same system processes that they would use for the direct entry of data into the system.

The changes referred to in this process are changes that are to be made to entries made in the BEACON environment. If the changes to be made predate the implementation date, other processes will need to be used (communication to systems support personnel to coordinate changes across systems).

Controls within the CATS data entry profiles will be configured to only allow users to go back 1 week (ESS) or 4 weeks (Time Administrators). However, if changes are required further back than that, Time Administrators will be able to change the Key Date on the CATS initial screen and gain access to time periods beyond what the profiles provide access to.

1.31.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Profiles allow the review of data into the recent past (previous 4 weeks for administrators, previous 1 week for employees).		

1.31.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Change to online time recording.	Most agencies	Low	Training Issue - Only a few agencies currently have web-based time entry applications, so learning to use an online system will be new.
Employees will not be able to make corrections to their time after approval.	Most agencies	Low	This might represent a cultural change in addition to a procedural change.
SAP will allow corrections all the way back to the go-live date.	Agencies with invoicing concerns	Medium	Some agencies have expressed a concern over how far back corrections can be made. For now, this will be managed locally. Agencies may decide individually how far back to go and communicate that through training.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Employee time entry processes	Agencies using time entry functions	Low	Training issue inherent in the use of the tool

JOB ROLE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
New tool for time data management	All using time entry functions	Low	Employees with time management roles will require training on the new tool.

1.31.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to ESS, MSS and R/3 for users with specific responsibilities.	Jan 2008	Training and access for those persons engaged in testing will be required earlier than go-live. Training will be required

1.31.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
External reporting processes (agency specific billing processes)	External	Agencies making use of charge objects will report on time data from BI and extract data as appropriate.
Coordination with Payroll in design of limitations on how far back changes can be made.	PY	Payroll has settings affecting how far back retroactive changes will be processed. Time should coordinate settings with Payroll so that any required changes can be processed properly.

1.31.8 Development Items

None known at this time.

1.32 Enter/Cancel Leave Requests (ESS)

1.32.1 Process Overview

Employees will use ESS to request leave or other absences and, in the case of absences that do not require approval, to inform their manager that they will be absent for a certain period (due to illness, for example). If necessary, employees can change or delete existing leave requests. A Request for Leave will not automatically reduce an employee's quota; however it will take the available quota into consideration during the request process. Employees will still need to make explicit entries on their timesheet(s) to show that the requested leave was taken.

1.32.2 Process Definition

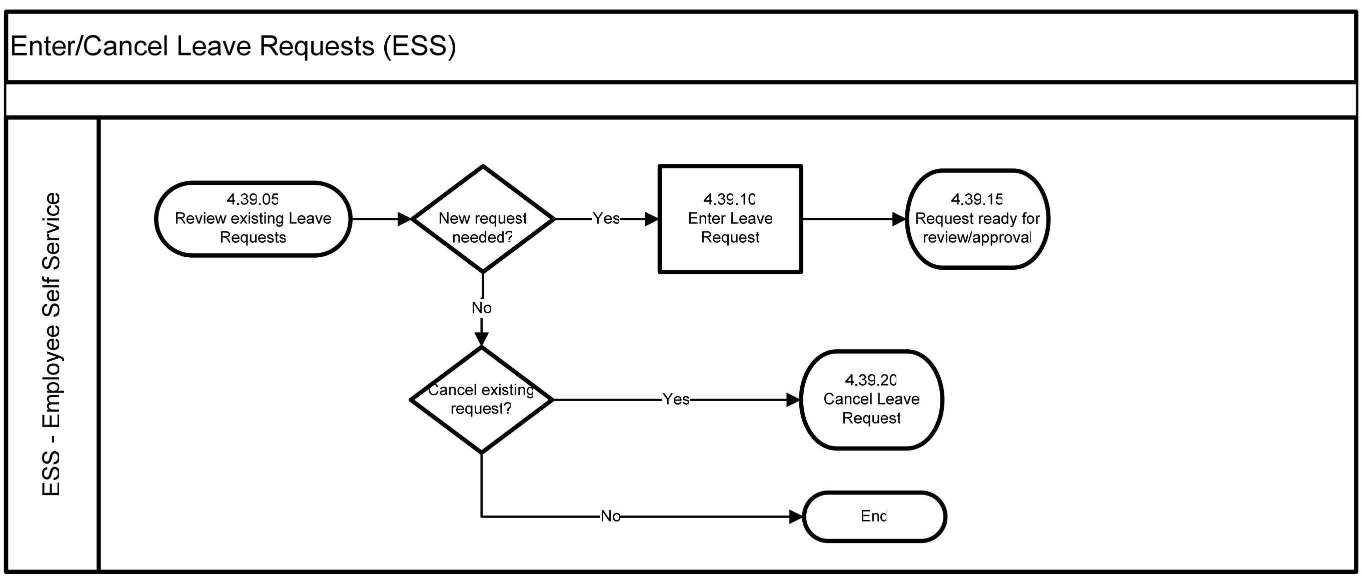
1.32.2.1 Process Description

The employee will review existing leave requests via ESS. The employee will determine if a new leave request is required.

If a new leave request is necessary, the employee will execute the Business Process Procedure for creating a leave request. When complete, the new leave request will be available for review and/or approval by the employee's supervisor.

If a new leave request is not necessary, the employee must decide if an existing (or rejected) leave request should be cancelled or changed. If not, nothing further is required. If an existing leave request should be cancelled or changed, the employee should execute the Business Process Procedure for canceling or changing a leave request. Once completed, no further action is required.

1.32.2.2 Process Flow



1.32.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.39.05	Review existing Leave Requests	ESS	START	Decision	ESS – Employee Self Service
Decision	New request needed?	Manual	Decision	If yes, go to step 4.39.10 If no, go to decision Cancel existing request	ESS – Employee Self Service
4.39.10	Enter leave request	ESS	Determination that a new leave request is needed	N/A	ESS – Employee Self Service
4.39.15	Request ready for review/approval	ESS	N/A	End	ESS – Employee Self Service
Decision	Cancel existing request?	Manual	Decision	If yes, go to step 4.39.20 If no, go to End	ESS – Employee Self Service
4.39.20	Cancel leave request	ESS	Determination that an existing leave request can be cancelled	Go to step 4.39.25	ESS – Employee Self Service

1.32.3 Solution Recommendations

The standard ESS leave request function will be implemented. This will use the standard workflow that will submit the request to the person identified in the standard workflow supporting the leave request process. The approval process is addressed in the process document Review/Approve Leave Requests (MSS).

Leave requests will be available to the person submitting the request at all times.

The leave request process will only be available using ESS (via the Portal). The leave request process is not supported directly in R/3.

Additionally, data reflecting available leave balances will be available on the leave request screen.

Each ESS user will be authorized to submit leave requests.

1.32.4 SAP Design Considerations

CONFIGURATION ITEM	REQUIRED FIELD(S)
Absence types	
Quotas	
Approval and rejection workflow	

1.32.5 Change Management Considerations

Not all agencies have a formal leave request process. There is no underlying policy or requirement that will compel Agencies to use the Leave Request process.

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
None	All	N/A	

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
New process for the management of leave requests for Agencies who choose to use this functionality. New for employees and approvers.	All	Low	Optional process. Training will be needed for familiarization with the tool.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Employee – Training required for the use of the ESS process	All	Med	New process, training required
Approver – Training required for use of the MSS process	All	Med	New process, training required

1.32.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
ESS, MSS	Jan 2008	Processes are NOT available in R/3.

1.32.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
None		

1.32.8 Development Items

None known at this time.

1.33 Process Interfaced Time Data

1.33.1 Process Overview

The BEACON Project will allow time data collected in external systems to be interfaced into the BEACON SAP system for Leave Management and Payroll Processing. A standard interface file format will be established and a single interface program will be used to process time data files received from external sources – RICE ID: I073. This document describes how to extract the time data from files received from external systems and load it into CATS within BEACON SAP.

One possible variation on this process may exist for NCDOT. Depending on the technical solution chosen, NCDOT's time data may come to BEACON through an interface as described above, or through an ALE process, or other solution TBD.

The agencies and organizations that have been identified as interface candidates are:

1) NCDOT (Department of Transportation) – This agency has already implemented SAP R/3 4.6C and is collecting time data in that system. Due to their extensive use of Project Systems, it seems appropriate for them to continue using their system for time collection. Differences in versions and configuration will complicate the process of interfacing data from DOT SAP to BEACON SAP, but those differences are being studied. There is an outstanding issue concerning their "payroll direct" practice of costing within Payroll to cost objects – Issue #127. This issue is currently being studied in more detail. BEACON TIME first met with DOT on 8/10/06 and is continuing meetings to determine the details of the interface process and data.
2) CCPS SHP (Crime Control and Public Safety, State Highway Patrol) – SHP has a homegrown mainframe application (CAD) in which their employee time and activity information is captured. Due to the extensive amount of operational information that is being captured in this system in addition to time data, it seems appropriate for them to interface the payroll and leave relevant time data to BEACON SAP. BEACON TIME met with SHP on 8/15/06.
3) WRC (Wildlife Resource Commission) – WRC has a mainframe application (FAMRS) in which they collect time data and from which they generate billings. They pointed to several factors that make them want to continue collecting time in FAMRS: other applications in WRC also use the data in FAMRS, enforcement officers only enter weekly time totals, and concerns about future changes to their cost object structures if/when the BEACON Financials Project is implemented. BEACON TIME met with WRC on 8/17/06.

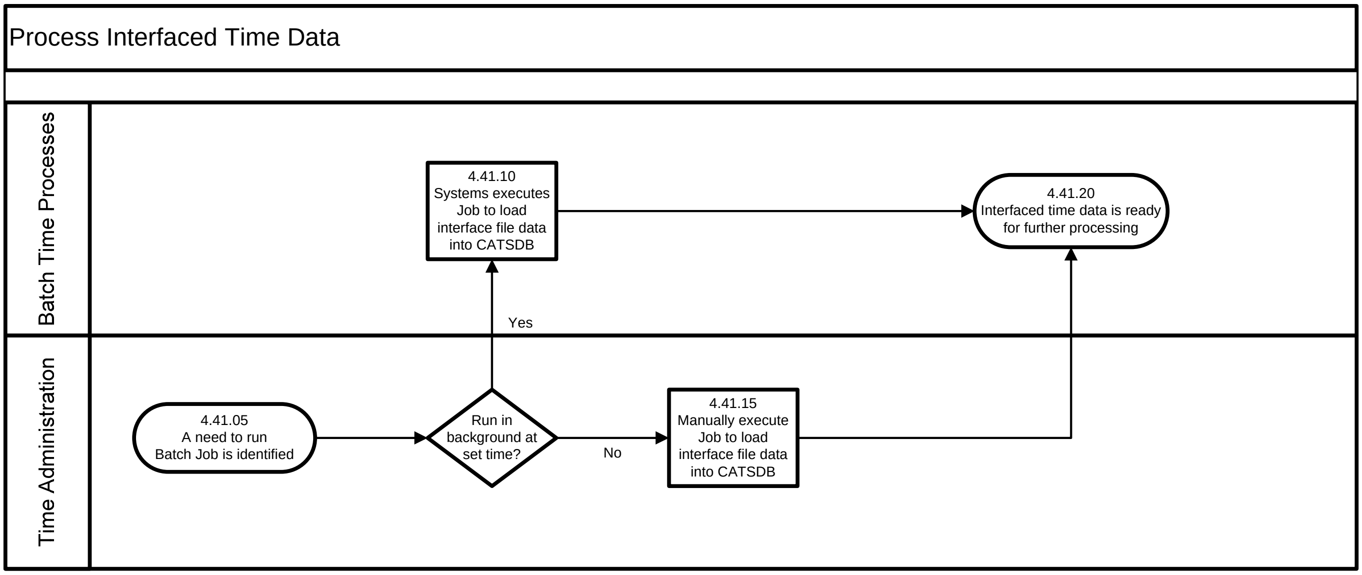
Issue #458 was logged into the BEACON Issues Database to address the delay in a firm decision being reached about from which agencies BEACON will accept inbound interfaces of time data. As of 11/15//06, this issue has not been resolved.

1.33.2 Process Definition

1.33.2.1 Process Description

The interface process will be designed as a routine batch job. The system will also allow for the manual execution of the interface process by a Time Administrator.

1.33.2.2 Process Flow



1.33.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.41.05	A need to run Batch Job is identified	Manual	START	Decision	Time Administration
Decision	Run in background at set time?	R3	Decision	If yes, go to step 4.41.10 If no, go to step 4.41.15	Time Administration
4.41.10	Systems executes Job to load interface file data into CATSDB	R3	N/A	Go to step 4.41.20	Batch Time Processes
4.41.15	Manually execute Job to load interface file data into CATSDB	R3	Interface job can not wait until next scheduled run. Instead it needs to be addressed here	N/A	Time Administration
4.41.20	Interfaced time data is ready for further processing	R3	N/A	END	Batch Time Processes

1.33.3 Solution Recommendations

Define a single common interface for use by agencies that have been identified as candidates for using system interface.

Develop a transaction code to monitor the inbound time data and outbound HR and Organizational Management data (RICE ID: I048).

1.33.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Interface technique (ALE, Sequential File)		
Monitor process		
Error recognition/processing/correction.		
Manual execution for exceptions processing		

1.33.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Time Entry processes will be substantially the same for agencies using the interface.	DOT, CCPS, WRC	Low	Time Evaluation will be run on interfaced data. It may be more robust than manual error checking currently in place.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Responsible parties in these agencies must be identified and trained.	NCDOT CCPS NCSHP WRC	Med	New process requires training and testing. New interface will require effort on the part of the external systems (accepting HR and OM data, sending time and leave data).
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
IT departments at these agencies will have to support the interfaces (HR, OM and Time).	NCDOT CCPS NCSHP WRC	Med	IT departments are designed to support such processes. This process will present a new interface with corresponding challenges.

1.33.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Interface method must be identified	Jan 2007	
File transfer protocols must be identified (FTP, ALE)	Jan 2007	
Requirements for encryption must be identified	Jan 2007	
Error handling must be identified	Jan 2007	
System Access by participants	Jan 2007	

1.33.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
FAMRS	PT, Tech, WRC	
CAD	PT, Tech, CCPS NCSHP	
NCDOT SAP (BSIP)	PT, Tech, NCDOT	

1.33.8 Development Items

Interface programs will need to be written to process the inbound time data files and outbound HR and OM data files (See RICE Item I048 and I073).

1.34 Record Time and Distribution

1.34.1 Process Overview

Persons required to enter time data will have access to these processes. This includes employees and contractors or other people that are required to capture the time that they spend working or using leave benefits. All of these persons are referred to in the context of the term ‘employee’ in this document.

Employees will be able to record time in SAP. Some Agencies may also require that employees record the distribution of their time between Charge Objects provided for that purpose. There are several methods for entering time data into the BEACON SAP system:

- Employee Self-Service (ESS)
- R/3
- Interface

ESS allows employees to record their own time worked, leave taken and charge distribution information. Time Administrators with the responsibility for entering time for others will do so directly in R/3. The final option involves an interface between a restricted set of approved organizations (DOT, NC State Highway Patrol and Wildlife Resources Commission) and the SAP system where the relevant data will be automatically transferred into SAP for evaluation and payroll processing. (The interface process is outlined in the Blueprint Document “Process Interfaced Time Data”.)

There are two time recording philosophies in the State of North Carolina: negative time and positive time. Agencies on a negative time basis only require the recording of exceptions to the normal work schedule, such as leave usage, work on a holiday and overtime worked. Agencies on a positive time basis require complete time recording including all hours worked and leave taken.

It should be noted that one positive time agency, NCDOT, extends the positive time basis into payroll processing as well, and only pays employees for time that has been reported and approved, regardless of the work schedule. All other positive time agencies operate payroll on a negative basis, paying salaried employees for the hours of the normal work schedule, unless explicit entries are made to indicate overtime pay or leave without pay (docked pay).

This document describes the process for time recording through ESS and R/3.

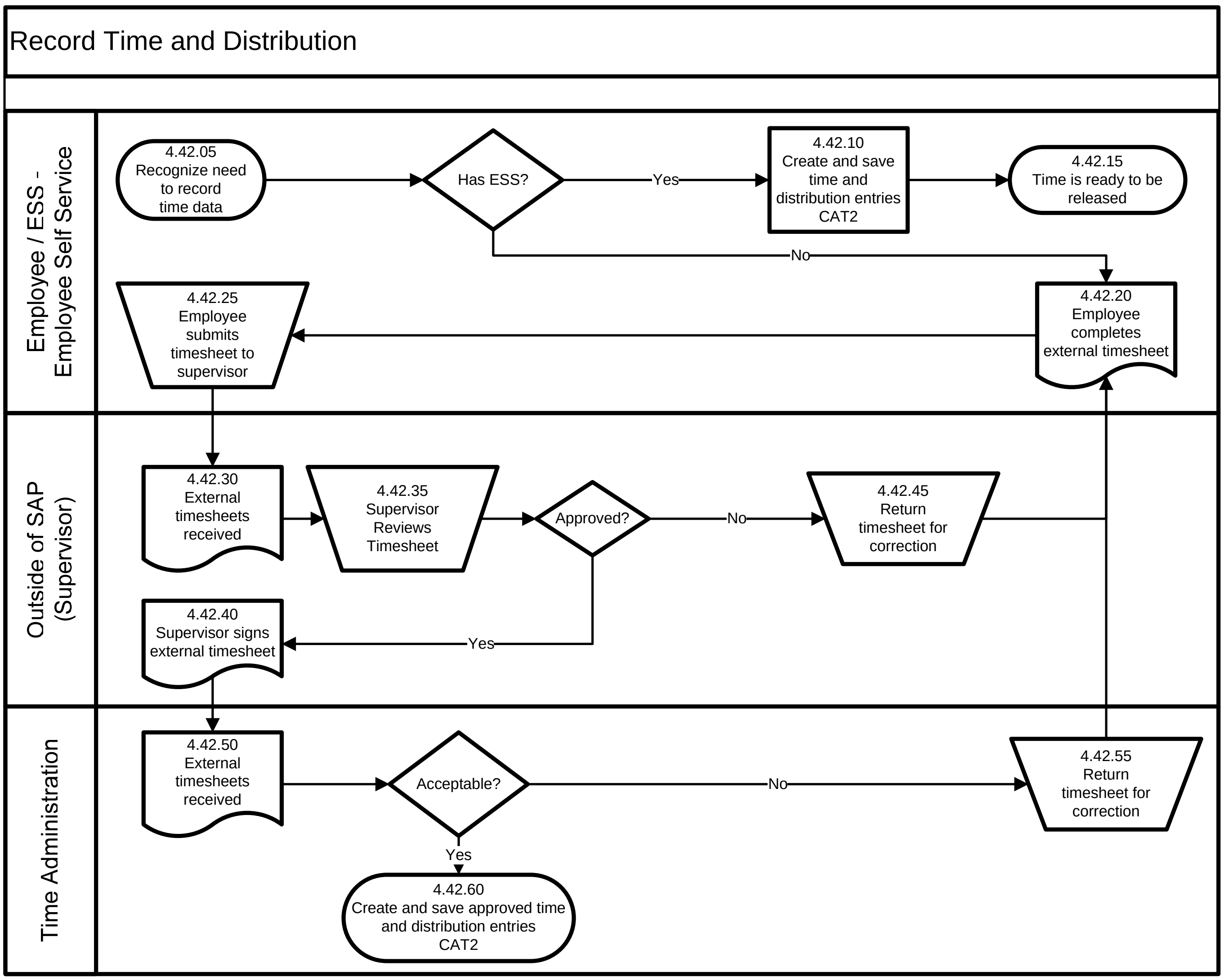
1.34.2 Process Definition

1.34.2.1 Process Description

Employees will, on or before the mandated time entry deadline, record their hours worked and leave taken and certain specific cases overtime earned. The employees will, if required by their Agency, make time distribution entries. The employee will review their entries and save those entries in ‘released’ status prior to the entry deadline.

Alternatively, the employee may complete a paper timesheet and submit it to their supervisor for approval. If the timesheet is correct, the Supervisor will approve the paper timesheet. If there are errors, the timesheet will be returned to the employee for corrections. Once approved, the supervisor will provide the approved timesheet to the Time Administrator for entry into SAP. The Time Administrator will review the timesheet to determine if the timesheet is correct and complete. If the timesheet requires correction, the timesheet will be returned to the supervisor/employee for correction. The employee will then submit the corrected timesheet to the Supervisor, who will review the timesheet. If correct, the Supervisor will approve the paper timesheet. If there are errors, the timesheet will be returned to the employee for corrections. Once approved, the supervisor will provide the approved timesheet to the Time Administrator for entry into SAP. The Time Administrator will review the timesheet to determine if the timesheet is correct and complete. If the timesheet is complete, the Time Administrator will enter the time data into SAP. The Time Administrator will review the entries and save those entries in "approved" status.

1.34.2.2 Process Flow



1.34.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.42.05	Recognize need to record time data	Manual	START	Action to submit Timesheet either manually or through ESS	Employee/ESS – Employee Self Service
Decision	Has ESS?	Manual	Decision	If yes, go to step 4.42.10 If no, go to step 4.42.20	Employee/ESS – Employee Self Service
4.42.10	Create and save time and distribution entries	CAT2	N/A	N/A	Employee/ESS – Employee Self Service
4.42.15	Time is ready to be released	N/A	N/A	END	Employee/ESS – Employee Self Service
4.42.20	Employee completes external timesheet	Manual	Paper Timesheet	Paper timesheet	Employee/ESS – Employee Self Service
4.42.25	Employee submits timesheet to supervisor	Manual	Paper timesheet	Paper timesheet	Employee/ESS – Employee Self Service
4.42.30	External timesheets received	Manual	Paper timesheet	Paper timesheet	Outside of SAP (Supervisor)
4.42.35	Supervisor reviews timesheet	Manual	Paper timesheet	Paper timesheet	Outside of SAP (Supervisor)
Decision	Approved?	Manual	Decision	If yes, go to step 4.42.40 If no, go to step 4.42.45	Outside of SAP (Supervisor)
4.42.40	Supervisor signs timesheet	Manual	Paper timesheet	Paper timesheet Go to step 4.42.50	Outside of SAP (Supervisor)
4.42.45	Return timesheet for correction	Manual	Paper timesheet	Paper timesheet back to employee Go to step 4.42.20	Outside of SAP (Supervisor)
4.42.50	Time Administrator receives external timesheet	Manual	N/A	N/A	Time Administration
Decision	Timesheet acceptable?	Manual	Decision	If yes, go to step 4.42.60 If no, go to step 4.42.55	Time Administration
4.42.55	Return timesheet for correction	Manual	Paper Timesheet	Paper Timesheet Go to step 4.42.20	Time Administration
4.42.60	Create and save approved time and distribution entries	CAT2	Paper Timesheet	END	Time Administration

1.34.3 Solution Recommendations

Time Entry Using Employee Self Service

The person will access the time entry screens using the ESS functions. The person will require a user ID in the SAP portal, a personnel record in the SAP system, a user ID identified in the SAP system with the Parameter ID (PID) “CVR” identified with the name of the Cross Application Time Sheet (CATS) profile that he/she should use to enter their time data.

All persons entering time will be presented with a screen representing a week with the following entry fields:

- Attendance/Absence type
- Number of hours per day

Some persons will be presented a screen that offers fields for the entry of charge objects in addition to the previously mentioned fields. The difference is determined by the CATS Profile (data entry profile) identified on the PID for the SAP user id. The additional fields are:

- Charge object (primary charge object referred to with different names in different agencies "project", "audit", "program", etc.)
- Activity (identification of the agency definition of the activity the employee used)
- Segment/Sub-activity (agency identification of the more closely defined activity)

Each of these will have a code assignment available for entry and an associated text for each.

When the employee has entered the time information they will be required to identify when the time data is available for submission (release) for approval.

It is recommended that employees enter time on a daily basis and release time on at least a weekly basis.

Configuration for the CATS profiles allows limitation of viewing of time data for a week in the past and a week into the future. Employees will be able to record absences into the future, but working time is not allowed to be projected.

Time Entry using R/3

The person will access the time entry screens using the R/3 menu path (or transaction code). The person will require a user in the SAP system, a personnel record in the SAP system, the Parameter ID (PID) "CVR" identified with the name of the Cross Application Time Sheet (CATS) profile that he/she should use to enter their time data. NOTE: If the PID is not populated, then the user will be offered a screen allowing them to select a profile for time entry.

All persons entering time will be presented a screen representing a week with the following entry fields:

- Attendance/Absence type
- Number of hours per day

Some persons will be presented a screen that offers fields for the entry of charge objects in addition to the previously mentioned fields. The difference is determined by the profile identified on the PID for the SAP user id or initially selected. The additional fields are:

- Charge object (primary charge object referred to with different names in different agencies "project", "audit", "program", etc.)
- Activity (identification of the agency definition of the activity the employee used)
- Segment/Sub-activity (agency identification of the more closely defined activity)

Each of these will have a code assignment available for entry and an associated text for each.

When the employee has entered the time information they will be required to identify when the time data is available for submission (release) for approval.

It is recommended that employees enter time on a daily basis and release time on at least a weekly basis. The screens will support the reviewing the time data for a week in the past and a week into the future. Employees will be able to record absences into the future, but working time is not allowed to be projected.

Time Administrator using R/3

The person will access the time entry screens using the R/3 menu path (or transaction code). The person will require a user in a personnel record in the SAP system, a user identified in the SAP system with the Parameter ID (PID) “CVR” identified with the name of the Cross Application Time Sheet (CATS) profile that he/she should use to enter time data.

The profile will allow the administrator to identify the employees for which they are responsible. Then they will be presented a screen representing a week with the following entry fields:

- Attendance/Absence type
- Number of hours per day

Some persons will be presented a screen that offers fields for the entry of charge objects in addition to the previously mentioned fields. The difference is determined by the profile identified on the PID for the SAP user id. The additional fields are:

- Charge object (primary charge object referred to with different names in different agencies “project”, “audit”, “program”, etc.)
- Activity (identification of the agency definition of the activity the employee used)
- Segment/Sub-activity (agency identification of the more closely defined activity)

Each of these will have a code assignment available for entry and an associated text for each.

When the employee has entered the time information they will be required to identify when the time data is available for submission (release) for approval.

It is recommended that time entry is completed on at least a weekly basis.

Time data entered by an administrator based on paper time sheets submitted by supervisors in the field are considered approved and will be transferred immediately into the HR infotypes for time evaluation.

The screens will support the reviewing the time data for a week in the past and a week into the future. Administrators will be able to record absences using CATS into the future, but working time is not allowed to be projected.

Additionally Administrators will have access to employees’ time data records.

1.34.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Multiple profiles for multiple time recording requirements		

1.34.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No changes to policy.	All	N/A	N/A

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Move from paper process to ESS/MSS.	Select agen cies	Medium	Training issue(s). Having individual employees enter their time online and then have it automatically directed to a supervisor for approval is a significant change in organizations that use paper and will be going to entry through ESS.
Employees in agencies using positive time recording will be recording their work time simply as hours worked. OT and Comp Time calculations will be managed in Time Evaluation. This change to time coding is a significant change for some Agencies.	Select agencies	Medium	Training Issue(s) and a trust issue. This is going to have to be highlighted in testing to improve the Agencies' comfort level with SAP and its capabilities.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Establishment of time administrators and approval processes for processing of recorded time in BEACON SAP.	Select agencies	Medium	For most agencies, there are employees performing these roles today, but maybe not in an online system. Identification of these employees and assignment of BEACON SAP roles will be required. These employees will require training on tools and possibly refresher training on policy.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Administrators, Approvers, employees roles will be assigned within the BEACON SAP system.	Selected Agencies	Medium	Identification of roles and the extent to which the policies and practices to be implemented will differ between agencies.

1.34.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to Portal, identification of PID and user ids in SAP	Jan 2008	Automation of this process would be highly beneficial
Access to R/3, identification of the PID and user ID	Jan 2008	Automation of this process would be highly beneficial

1.34.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Time entry leads to payroll data via time evaluation	PY	
Assignment of PID	Security	Automation of this process would be highly beneficial

1.34.8 Development Items

RICE ID: A031 Development of a user exit in CATS to allow for validation of charge objects to be entered in customer defined fields.

1.35 Release Time (ESS)

1.35.1 Process Overview

The Time Entry process for the State of North Carolina will include an explicit approval process for entries made through Employee Self-Service (ESS) by individual employees. To facilitate the approval process, time records in the Cross Application Time Sheet (CATS) will need to be designated as "Released" and ready for approval. On initial entry, the employee may choose "Save" to allow for continued entry and editing over the specific time recording period. When satisfied with his or her entries, the employee must select "Save and Release" to make the time records available for Approval.

The recommended frequency for the release of time data is weekly.

This process is also applicable for those persons using the R/3 environment for time entry.

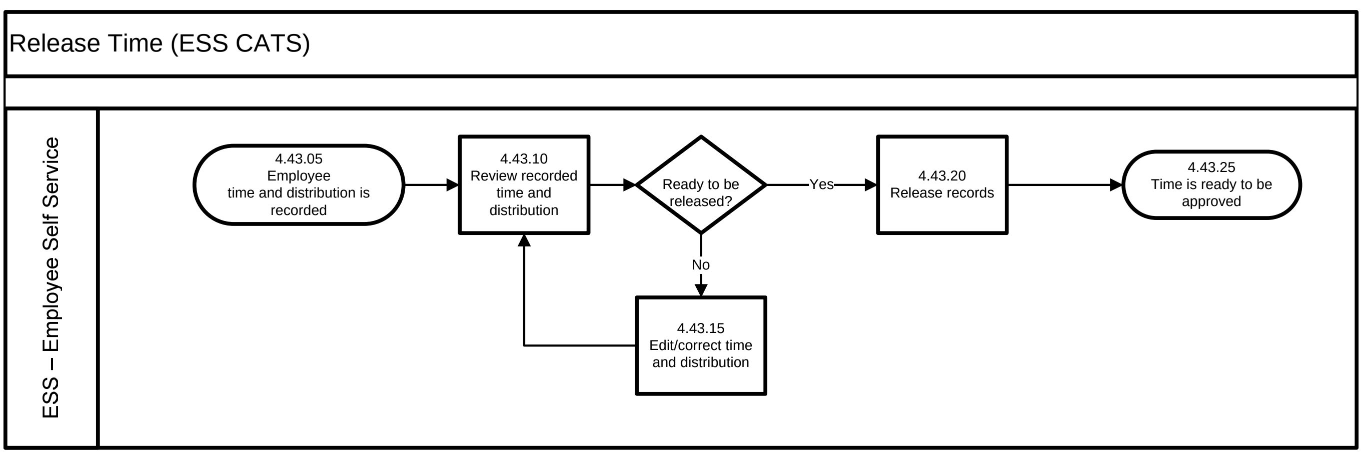
Time records created by Time Administrators will be created as "Approved" records, as the Time Administrator is expected to be making the entries from previously approved Timesheets.

1.35.2 Process Definition

1.35.2.1 Process Description

An employee will make periodic entries through ESS. When the Agency deadline for Time Entry arrives, the employee must select "Save and Release" to make the entries available for approval by their Manager or Supervisor via MSS.

1.35.2.2 Process Flow



1.35.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.43.05	Employee time and distribution is recorded	ESS	START	N/A	ESS – Employee Self Service
4.43.10	Review recorded time and distribution	ESS	N/A	Decision as to whether or not time data is ready to be released.	ESS – Employee Self Service
Decisi	Ready to be released?	ESS	Decision	If yes, go to step 4.43.20	ESS – Employee

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
on				If no, go to step 4.43.15	Self Service
4.43.15	Edit/correct time and distribution	ESS	N/A	Go to step 4.43.10 for review of recorded time and distribution	ESS – Employee Self Service
4.43.20	Release records	ESS	N/A	N/A	ESS – Employee Self Service
4.43.25	Time is ready to be approved	ESS	N/A	END	ESS – Employee Self Service

1.35.3 Solution Recommendations

The SAP profile that the employee uses controls the requirement for the release process. This is standard SAP behavior. No customization is required to manage the processing status of time records in CATS. The assignment of the profile to the employee is accomplished via the parameter ID (PID) value "CVR" on the employee's SAP user ID.

1.35.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
CATS Profiles		

1.35.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
None			
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
None			
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Entry and "release" of online time data will be new for most employees.	All	Low	Training issue. Employees using ESS for time entry must be trained on the tool.

1.35.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Employees must have access to the Portal or R/3.	Jan 2008	

1.35.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
None		

1.35.8 Development Items

None known at this time.

1.36 Review Current Quota Balances

1.36.1 Process Overview

Employees, Managers, Time Administrators and Leave Administrators will need to review current Quota balances during various business processes, such as when processing Shared Leave, maintaining leave balances manually, and processing Worker's Comp Leave Supplements or on other occasions as necessary. With proper authorizations, this may be done through the Web portal via ESS/MSS or through R/3 directly. This process details how an employee's quota balances can be viewed through the Web portal and R/3.

1.36.2 Process Definition

1.36.2.1 Process Description

Employees, Managers, Time Administrators, and Leave Administrators will identify a requirement to review current Quota balances. Viewing quota balances is a necessary step when executing other time processes in order to determine the appropriate follow on actions.

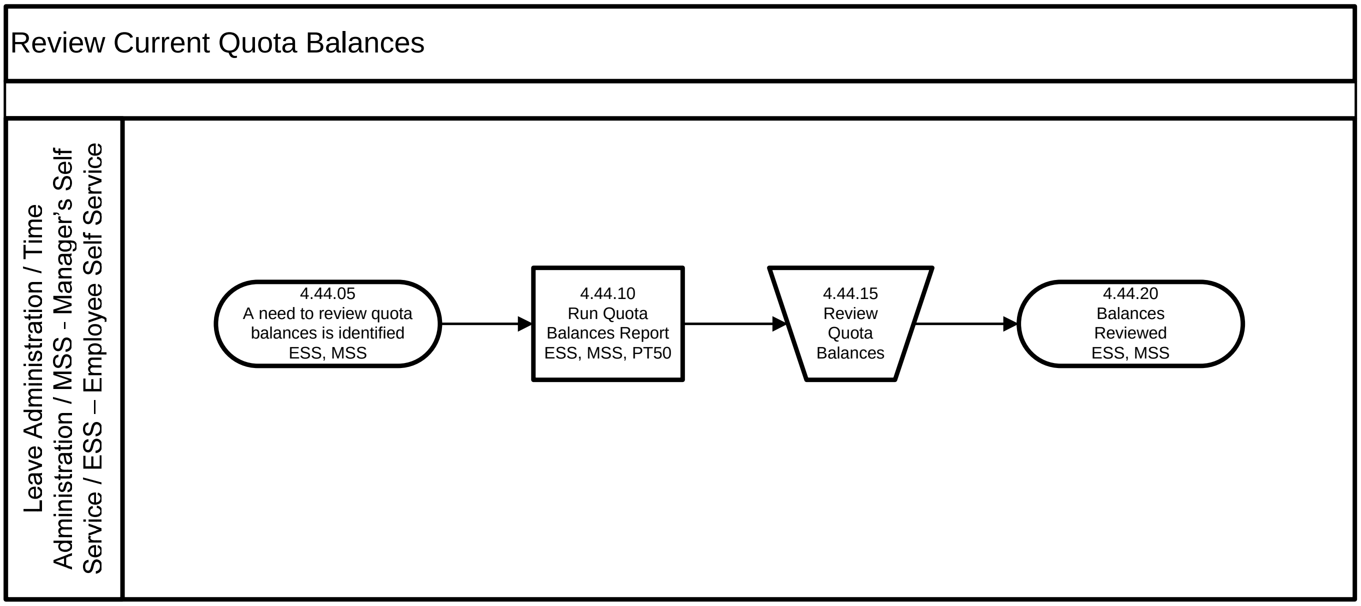
Employees can view quota balances through the Web portal via ESS and/or MSS. Through the Web portal, an employee will select "Working Time" and then select "Quota Overview" to see his/her current Quota balances. Managers will also be able to view the quota balances of their employees in a similar fashion. Through ESS/MSS, employees and managers will only have authorizations to view quota balances.

Through R/3, a user will run transaction PT50 to view quota balances. PT50 also serves as a Quota Overview (or workbench) where various transactions and infotypes can be directly accessed to maintain quota balances manually. A Time Administrator or Leave Administrator will have access to correct quota balances as necessary when a valid discrepancy is identified. PT50 will also allow a Time or Leave Administrator to project future absence quota entitlements. Again, this functionality can be used as a basis for other time processes. If necessary, the Time or Leave Administrator can print out the current quota or quota projections in PT50 by using the shortcut [Alt + F12] and selecting *Hardcopy*.

Note: Leave projections assume that an employee remains in active status throughout the duration of the projection period. If an employee goes in and out of active status, the leave projections calculated can be an overestimate of projected leave entitlements for a future period due to the employee not accruing leave while inactive.

After viewing balances through the Web portal via ESS/MSS or R/3 via PT50, the initiating process (if applicable) can be resumed.

1.36.2.2 Process Flow



1.36.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.44.05	A need to review quota balances is identified	ESS, MSS, R3	START	Need to run quota report	ESS – Employee Self Service MSS – Manager's Self Service Time Administrator Leave Administrator
4.44.10	Run Quota Balances Report	ESS, MSS, PT50	N/A	N/A	ESS – Employee Self Service MSS – Manager's Self Service Time Administrator Leave Administrator
4.44.15	Review Quota Balances	Manual	N/A	N/A	ESS – Employee Self Service MSS – Manager's Self Service Time Administrator Leave Administrator
4.44.20	Balances reviewed	ESS, MSS, R3	N/A	END	ESS – Employee Self Service MSS – Manager's Self Service Time Administrator Leave Administrator

1.36.3 Solution Recommendations

PT50 (Quota Overview) is standard SAP functionality. No customization is required.

PT50 provides access to all information and program functions in the environment of attendance and absence quota administration, similar to a workbench.

PT50 links to the following infotypes for manual quota correction and quota deduction:

- *Absence Quotas* (2006) and *Attendance Quotas* (2007) to correct quotas that were entered manually
- *Quota Correction* (2013) to correct absence entitlements determined in time evaluation
- There is a special function for transferring the newly calculated entitlements straight to the *Absence Quotas* infotype (IT2006) after the next run of time evaluation. They are then available for deduction. You can use this function so that employees who are leaving the company can use up or be compensated for all remaining absence entitlement, for example.
- *Absences* (IT2001) and *Attendances* (IT2002) to change infotype records as appropriate
- If employees want to have their absence entitlements remunerated, you can branch to the *Quota Compensation* infotype (IT0416).

PT50 also provides functionality to project future absence entitlements. You can project absence entitlements for the current month, the current time evaluation period, the end of the current payroll period, the end of the calendar year, and any other date explicitly specified. The projected entitlements *are not* saved when exiting quota overview.

1.36.4 SAP Design Considerations

Quota balances will be available to view provided that they have been configured in the system and an employee is eligible for the quota.

Absence Quotas will be subtypes of the *Absence Quota* infotype (IT2006) and Attendance Quotas (i.e., liability quotas) will be subtypes of the *Attendance Quota* infotype (IT2007).

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
IT2006		
IT2007		
Appropriate variants and screen definitions		

1.36.5 Change Management Considerations

The implementation of Quotas in SAP, and the strict application of State policies will be a big change for many agencies.

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
The system configuration will be fully compliant with current State policy. Some agencies have more flexible interpretations of Leave policies and allow employees to go negative on Vacation or Sick leave. This will no longer be available with BEACON. The process to support the requirement to allow an employee time off when he/she has none left is to create a specific advance of leave.	Some Agencies	Medium	This may require a cultural change within some agencies that have previously offered employees more flexibility than the policy allows. BEACON and OSP may face resistance from agencies who have differed in their interpretation of OSP policy.
The establishment of Comp Time and Holiday Comp Time quotas will allow automation of the policy requirement that such time be paid after a year if not taken. The manual tracking of those entitlements will be eliminated.	Most	Low	The tracking and payout of these is a manual burden now in most agencies.

ORGANIZATIONAL FUNCTION IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
New tool for managing leave balances will be used.	All	Medium	Moving to a new tool for leave management functions will require training and a learning curve. Currently, there are various methods and tools in use by different agencies. Some are paper based, some are spreadsheet based, and some are sophisticated web-enabled systems.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Manual leave management will no longer be required.	Most	Low	The person currently responsible for maintaining a running total of individual leave balances will no longer have to keep those records. BEACON SAP will automatically manage the accruals and deductions of leave, based on time sheet entries.

1.36.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Employees will be able to access their own leave balances provided that they have access to a computer and the SAP Web portal. Employees without computer access will have to rely on a Manager, Time Administrator or Leave Administrator to provide (and possibly print out) quota balances when necessary.	Go-live	The Time or Leave Administrator can print out the current quota or quota projections in PT50 by using the shortcut [Alt + F12] and selecting *Hardcopy*.

1.36.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
None.		

1.36.8 Development Items

No development required.

1.37 Review/Approve Leave Requests (MSS)

1.37.1 Process Overview

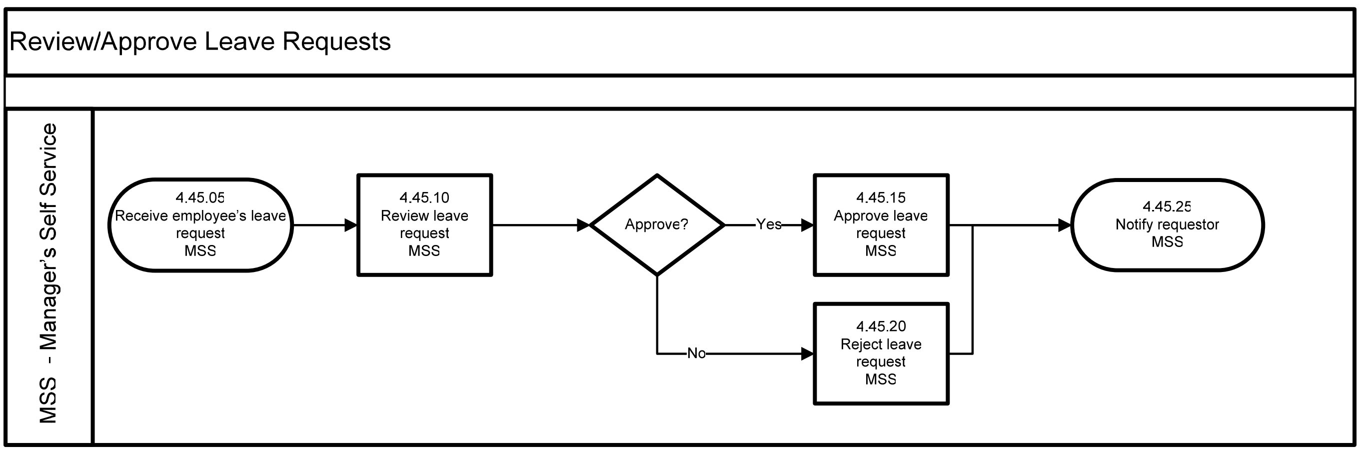
The Web application MSS (Manager Self-Service) provides Managers or other authorized persons with all the functions required to review and approve Leave Requests. This document outlines the process for the Review and Approval of Leave Requests.

1.37.2 Process Definition

1.37.2.1 Process Description

An employee will make a Request for Leave through ESS (Employee Self-Service). The Leave Request will appear in the Supervisor's (or Manager's) work list in MSS. The Supervisor will select and review the Leave Request. If it is acceptable, the Supervisor will approve the Leave Request. If it is not acceptable, the Supervisor will reject the Leave Request. Under either circumstance, the requesting employee will be notified via his or her work list information in the portal.

1.37.2.2 Process Flow



1.37.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.45.05	Receive employee's leave request	MSS	New employee leave request	Review leave request	MSS – Manager's Self Service
4.45.10	Review leave request	MSS	New employee leave request	Decision whether or not to approve leave request	MSS – Manager's Self Service
Decision	Approve?	MSS	Decision	If yes, go to step 4.45.15 If no, go to step 4.45.20	MSS – Manager's Self Service
4.45.15	Approve leave request	MSS	Decision to approve or reject leave requests	Notification sent back to requester	MSS – Manager's Self Service
4.45.20	Reject leave request	MSS	Decision to approve or reject leave requests	Notification sent back to requester	MSS – Manager's Self Service
4.45.25	Notify requestor	MSS	N/A	END	MSS – Manager's Self Service

1.37.3 Solution Recommendations

The standard SAP Web applications MSS (Manager Self-Service) will be implemented to support the processing of the employees' leave requests.

1.37.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Approval and Rejection Workflow		
Organizational Structure		

1.37.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
System supported leave requests is new for some employees and agencies.	Select agencies with current manual processes.	Med	Those agencies that are not using systems to support the leave request process will require education in policy and process.

ORGANIZATIONAL FUNCTION IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
New process for the management of leave requests for Agencies who choose to use this functionality. New for employees and approvers.	All	Low	Optional process. Training will be needed for familiarization with the tool.

JOB ROLE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Manager– Training required for the use of the MSS process	All	Med	This will be a new process for managers that use this functionality in SAP. Training on use of the tool will be required.

1.37.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to MSS/ESS	Jan 2008	

1.37.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
N/A		

1.37.8 Development Items

None known at this time.

1.38 Review/Approve Time and Distribution

1.38.1 Process Overview

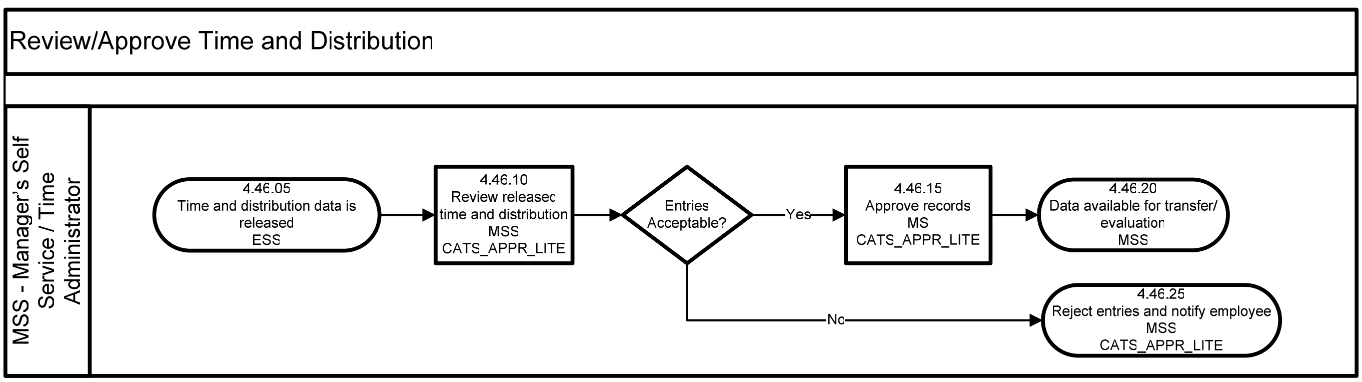
Managers and Time Administrators will bear the responsibility of reviewing and approving time records in SAP. Managers and Time Administrators will approve or reject time records as needed. Only approved records can be processed by Time Evaluation and converted to wage types for payroll.

1.38.2 Process Definition

1.38.2.1 Process Description

A Manager or Time Administrator will review time records for the relevant reporting period. If the records are complete and accurate, the time will be approved. If the records are not complete and correct, the individual time records will be rejected. Only the "Approved" records will be transferred for Time Evaluation and made available for payroll processing.

1.38.2.2 Process Flow



1.38.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.46.05	Time and distribution data is released	ESS	Timesheet data	Released Timesheet data	MSS – Manager's Self Service Time Administrator
4.46.10	Review released time and distribution	MSS CATS_APPR_LITE	Released Time and Distribution Data	Approval Decision z	MSS – Manager's Self Service Time Administrator
Decision	Entries Acceptable?	MSS CATS_APPR_LITE	Decision	If yes, go to step 4.46.15 If no, got to step 4.46.25	MSS – Manager's Self Service Time Administrator
4.46.15	Approve Records	MSS CATS_APPR_LITE	Released Time Records	Approved Time Records	MSS – Manager's Self Service Time Administrator
4.46.20	Data available for transfer/evaluation	MSS	Approved Time Records	END	MSS – Manager's Self Service

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
					Time Administrator
4.46.25	Reject entries and notify employee	MSS CATS_APPR_LITE	Released Time Records	END	MSS – Manager's Self Service Time Administrator

1.38.3 Solution Recommendations

Approval of time data is standard SAP functionality. Time data will be automatically transferred to HR upon approval by either a time administrator or a supervisor/manager. This approved data will then be available for processing in Time Evaluation.

1.38.4 SAP Design Considerations

Approval of time data is standard SAP functionality. MSS functionality will be implemented to allow managers and supervisors the capability to approve time data using the Portal functions.

1.38.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No change to policy.	All	N/A	N/A
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Careful consideration should be given to the assignment of security roles and the Approval function in SAP.	All	High	No employee should be able to approve their own time.
Agencies using an exception based time management process will require the implementation of time approval processes (the volume of time records to be approved will be less than those agencies using positive time management).	Negative time agencies	Med	High degree of change for those negative time recording agencies, however these agencies are about ½ of the total agencies in scope.
JOB ROLE IMPACTS	**AGENCY/DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
If approvers do not approve time data regularly, then the leave balance management will be negatively affected as the leave balances are only recalculated when the employee's absence entries are approved and transferred.	All	High	Consequence of not executing time approval process is incorrect leave balances.

1.38.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
None.		

1.38.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Access to portal MSS functions or access to R/3.		

1.38.8 Development Items

None known at this time.

1.39 Manually Execute Time Evaluation

1.39.1 Process Overview

Time Evaluation is the process that is used to apply the business rules for time management. This process will collect and evaluate all of the time data that has been entered and approved since the last Time Evaluation run.

Normally, Time Evaluation will be run as a scheduled batch job each night to evaluate time records entered or changed since the previous Time Evaluation run. There may be situations where Time Evaluation needs to be executed manually, such as to make hours available to Payroll for Payroll processing or to obtain up-to-date quota balances. This process explains the process to manually execute the Time Evaluation process.

1.39.2 Process Definition

1.39.2.1 Process Description

The process to manually execute Time Evaluation begins with the identification of a need to run Time Evaluation. This could be the need to automatically apply accruals or a need to process time data so that it is immediately available for Payroll.

Time Evaluation is executed manually using transaction PT60. The Time Evaluation process will use a specific schema developed for the State of North Carolina. This will be available as a variant for the execution of the Time Evaluation process manually. Sub-schemas and rules will be designed, configured, documented and tested as required.

Time Evaluation applies the business rules for the calculation of

- time worked and overtime
- longevity pay
- intermittent LWOP for salary reduction
- leave accrual and usage
- mutual consent

Time Evaluation will also apply rules for the calculation of

- potential hours for advanced leave
- on call rules and on call payback
- Finally, Time Evaluation will generate the appropriate wage types for Payroll

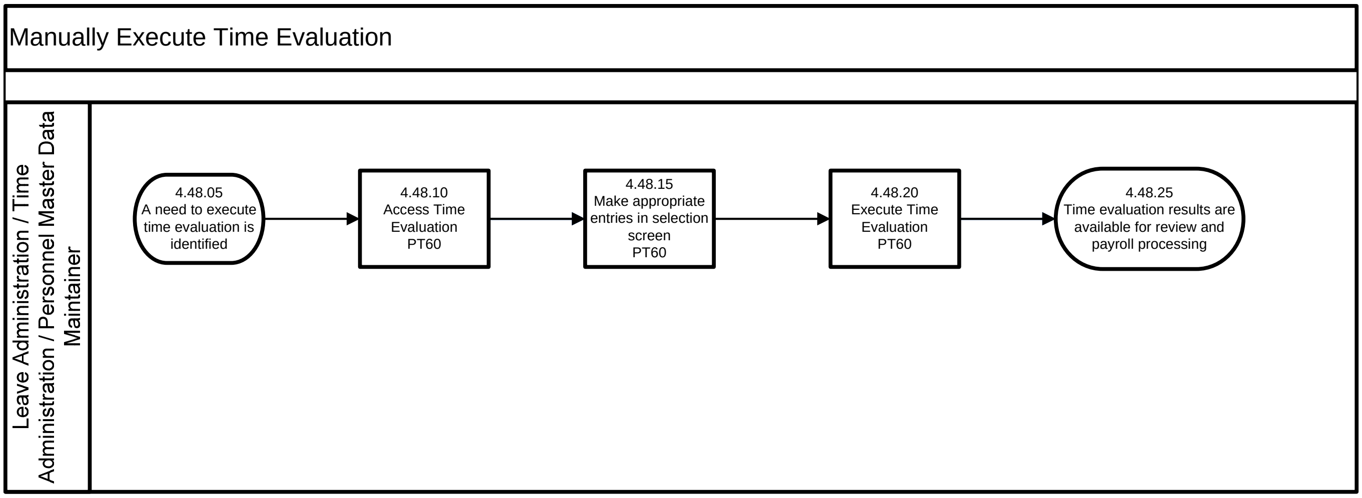
After Time Evaluation has been run, the results are available for review and payroll processing.

Note: Time records must be approved to be processed in Time Evaluation. If records are not approved, then Time Evaluation will not pick up the records.

Note: Executing the Time Evaluation process manually will not affect whether or not it is run at the normally scheduled time.

The evaluation criteria will be configured according to the situations outlined in the PT process "Manage Business Rules (Eval - Schemas and Rules)" and configured to represent the policies outlined in the OSP manual.

1.39.2.2 Process Flow



1.39.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.48.05	A need to execute time evaluation is identified	Manual	START	N/A	Time Administration Leave Administration Personnel Master Data Maintainer
4.48.10	Access Time Evaluation	PT60	N/A	N/A	Time Administration Leave Administration Personnel Master Data Maintainer
4.48.15	Make appropriate entries in selection screen	PT60	N/A	N/A	Time Administration Leave Administration Personnel Master Data Maintainer
4.48.20	Execute Time Evaluation	PT60	N/A	N/A	Time Administration Leave Administration Personnel Master Data Maintainer
4.48.25	Time evaluation results available for review and payroll processing	N/A	Time Evaluation has run	END	Time Administration Leave Administration Personnel Master Data Maintainer

1.39.3 Solution Recommendations

Time Evaluation is standard SAP program (PRTIME00) that can be manually executed via transaction PT60. The evaluation criteria will be configured according to the situations outlined in the PT process "Manage Business Rules (Eval - Schemas and Rules)" and configured to represent the policies outlined in the OSP manual.

Messages about errors or other conditions will be generated when Time Evaluation runs. These messages should be reviewed by the appropriate personnel and any necessary follow up actions taken.

1.39.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Variant for execution of time evaluation manually.		

1.39.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No policy changes are involved.	All	N/A	N/A
Procedures for getting time related data to Payroll will be different.	All	Medium	The new procedure requires Time Evaluation to run in order for time related records to be converted to the time wage types that Payroll uses to process payroll. Thus any changes to time data will need to be followed by a run of Time Evaluation before the changes are available to Payroll. Time Evaluation must also run in order for entries or changes affecting leave to be reflected in quota balances.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Time administrators and payroll administrators will be required to become familiar with this process.	All	High	Business impact is high because this process has not been part of the time validation processes up to date.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Awareness of the timing of Time Evaluation and Payroll processes will be important for roles with access to run Time Evaluation.	All	Medium	Knowing whether changes just made can be included in the current period payroll run will be key to knowing whether running Time Evaluation should be executed manually. As an alternative, the next scheduled batch job run of Time Evaluation will pick up any changes and process them.

1.39.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to R/3 will be required. This will only be available in R/3.	Jan 2008	

1.39.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Output from Time Evaluation includes wages type records that Payroll uses in payroll processing.	PY	Coordination with Payroll team on which wage type records they should expect.

1.39.8 Development Items

None known at this time.

1.40 Perform Periodic Time Evaluation

1.40.1 Process Overview

Time Evaluation is the process that is used to apply the business rules for time management. This process will collect and evaluate all of the time data that has been entered and approved since the last Time Evaluation run.

Time Evaluation will be run as a scheduled batch job each night to evaluate any time records entered or changed since the previous Time Evaluation run. This document describes the process for the automatic periodic execution of the Time Evaluation program.

1.40.2 Process Definition

1.40.2.1 Process Description

Time Evaluation will be run daily as a scheduled batch job. It will likely be run overnight during the late night or early morning hours to avoid affecting system response times.

The time evaluation process will be designed using a specific schema developed for the State of North Carolina (see the process documentation for Manage Business Rules (Eval - Schemas and Rules)). Sub-schemas and rules will be designed, configured, documented and tested as required.

Time Evaluation applies the business rules for the calculation of:

- time worked and overtime
- longevity pay
- intermittent LWOP for salary reduction
- leave accrual and usage
- mutual consent

Time Evaluation will also apply rules for the calculation of:

- potential hours for advanced leave
- on call rules and on call payback

Time Evaluation will generate:

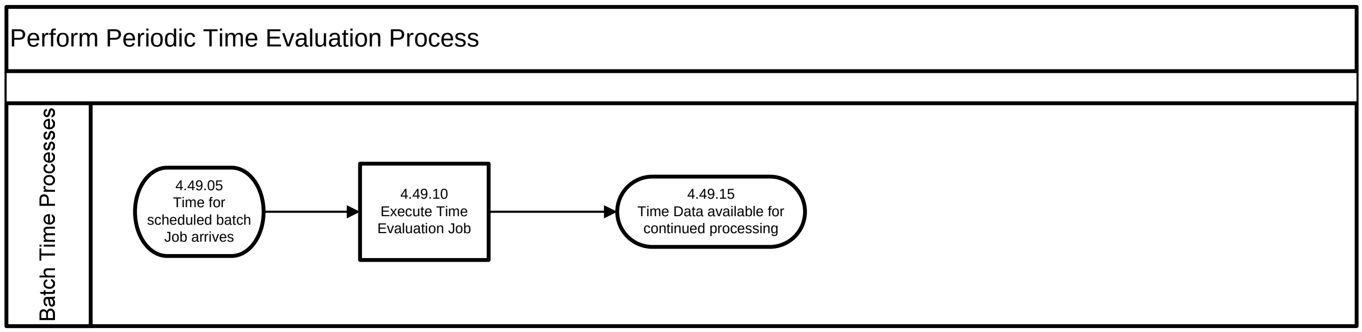
- the appropriate wage types for Payroll

Once Time Evaluation is complete, time and pay data, including the list of generated error messages created during Time Evaluation, will be available for further processing.

Note: Time records must be approved to be processed in Time Evaluation. If records are not approved, then Time Evaluation will not pick up the records.

Note: Executing the Time Evaluation process manually will not affect whether or not it is run at the normally scheduled time.

1.40.2.2 Process Flow



1.40.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.49.05	Time for scheduled batch job arrives	N/A	START	N/A	Batch Time Process
4.49.10	Execute Time Evaluation Job	Batch program	N/A	N/A	Batch Time Process
4.49.15	Time Data available for continued processing	N/A	N/A	END	Batch Time Process

1.40.3 Solution Recommendations

The program RPCS0000 will schedule batch jobs in a manner that maximizes the available resources of the system at any one time. RPCS0000 is the scheduler for parallel execution of evaluation programs. Starting parallel runs in this case means that several jobs are created, each of which contains a certain amount of personnel numbers. You must specify this amount in the selection screen, either by entering the amount of personnel numbers per job or simply by entering the number of jobs.

This will require a specific variant for the Time Evaluation driver be identified and saved. This variant will support the daily Time Evaluation of all employees based on the data relevant for each employee.

The evaluation criteria will be configured according to the situations outlined in the PT process “Manage Business Rules (Eval - Schemas and Rules)” and configured to represent the policies outlined in the OSP manual.

Messages about errors or other conditions will be generated when Time Evaluation runs. These messages should be reviewed by the appropriate personnel and any necessary follow up actions taken.

1.40.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Variant for RPTIME00		

1.40.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
No policy changes are involved.	All	N/A	N/A

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Procedures for getting time related data to Payroll will be different.	All	Medium	The new procedure requires Time Evaluation to run in order for time related records to be converted to the wage types that Payroll uses to process payroll. Thus any changes to time data will need to be followed by a run of Time Evaluation before the changes are available to Payroll. Time Evaluation must also run in order for entries or changes affecting leave to be reflected in quota balances.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
N/A			
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
The periodic execution of Time Evaluation will be a scheduled batch job that doesn't require manual intervention to run.	All	Low	Batch jobs will be set up to run by System Support personnel. No user will be required to do anything to trigger this process to run.

1.40.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Execution of Time Evaluation each night using the distribution program in order to optimize system capabilities.		

1.40.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Output from Time Evaluation includes wages type records that Payroll uses in payroll processing.	PY	Coordination with Payroll team on which wage type records they should expect.

1.40.8 Development Items

None.

1.41 Resolve Time Related Issues

1.41.1 Process Overview

In the course of reviewing time data, it may be determined that there is an error that needs to be corrected. This process defines the steps for resolving time related issues.

1.41.2 Process Definition

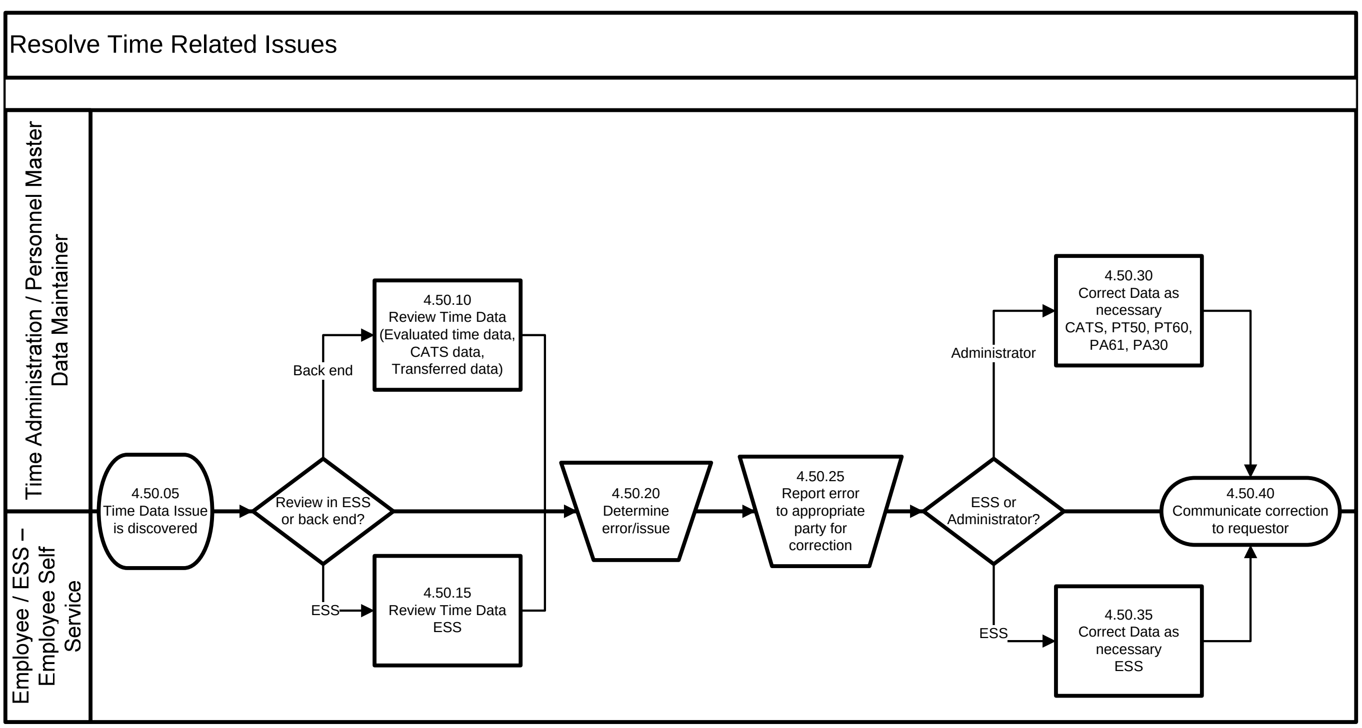
1.41.2.1 Process Description

The resolution of time related issues process may be initiated by anyone. Correction of erroneous data can be accomplished by persons whose role carries security access to time data. It may originate with a casual review of time data or with a specific system error message. Time data is available for review through Time Evaluation error messages, CATS data, transferred data and the various Time Management reports.

Once an issue has been identified, it will be referred to the appropriate party for correction. For example, an employee can not correct his/her time after approval, so any subsequent changes would need to go to the Time Administrator. Likewise, if a change involves any personnel settings or flags, the Employee or Time Administrator would forward the correction request to the Personnel Master Data Maintainer.

The error will be reviewed and corrected by the appropriate party. (Note: For information on the correction of Leave Balances, refer to the document "Maintain Specific Leave Balances Manually".) Once the correction has been made, the Requestor will be notified.

1.41.2.2 Process Flow



1.41.2.3 *Process Steps*

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/ TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.50.05	Time Data Issue is discovered	SP01, PTMW, PA61, PT66, Manual	START	N/A	Time Administration Employee/ESS Personnel Master Data Maintainer
Decision	Review in ESS or back end?	Manual	Decision	If back end, go to step 4.50.10 If ESS, go to step 4.50.15	Time Administration Employee/ESS HR Administrator
4.50.10	Review Time Data (Evaluated time data, CATS data, Transferred data)	CATS	N/A	N/A	Time Administration Personnel Master Data Maintainer
4.50.15	Review Time Data	ESS	N/A	N/A	Employee/ESS
4.50.20	Determine error/issue	Manual	N/A	N/A	Time Administration Employee/ESS Personnel Master Data Maintainer
4.50.25	Report error to appropriate party for correction	Manual	N/A	N/A	Time Administration Employee/ESS Personnel Master Data Maintainer
Decision	ESS or Administrator	Manual	Decision	If Administrator go to step 4.50.30 If ESS go to step 4.50.35	Time Administration Employee/ESS Personnel Master Data Maintainer
4.50.30	Correct Data as necessary	CATS, PT50, PT60, PA61, PA60	N/A	N/A	Time Administration Personnel Master Data Maintainer
4.50.35	Correct data as necessary	ESS	N/A	N/A	Employee/ESS
4.50.40	Communicate correction to requestor	Manual	N/A	END	Time Administration Employee/ESS HR Administrator

1.41.3 Solution Recommendations

Solutions for the resolution of specific time management errors will be specific to the error being processed. Each error will require specific research and resolution.

Once an issue has been identified, it will be referred to the appropriate party for correction. The party processing the error will be trained in the policies and the processes supporting time management in the State.

1.41.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
No specific configuration required.		
R/3 and BI reports should be available for research.		

1.41.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
N/A			
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Persons responsible for supporting the employees asking questions or noticing specific errors must be aware of policy and process.	All	Med	Support personnel are already in place (subject matter experts in the agencies). These personnel will require training (refresher training in policy and process training in the supporting systems).
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Individuals currently supporting the employee population will require process training.	All	Med	Support personnel are already in place (subject matter experts in the agencies). These personnel will require training (refresher training in policy and process training in the supporting systems).

1.41.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to R/3, BI and Portal required for the individuals conducting research.	Jan 2008	

1.41.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
Each error might have many sources and/or consequences.	PA, PY, OM	

1.41.8 Development Items

None known at this time.

1.42 Review Errors and Warnings from Time Evaluation

1.42.1 Process Overview

The Time Evaluation process generates a list of warnings and errors. This process outlines the necessary steps to review the errors and warnings in SAP.

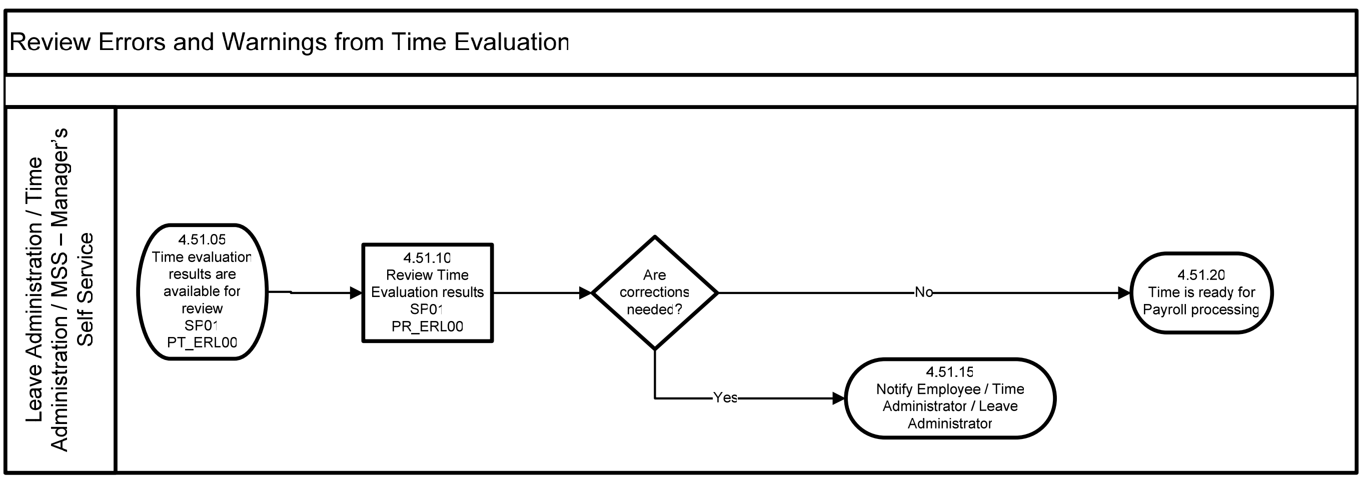
1.42.2 Process Definition

1.42.2.1 Process Description

Errors and warning generated during Time Evaluation are the result of either technical errors or reportable deviations from business rules. The review of these errors and warnings may be initiated by anyone with security access to their own time data or the time data of others. It originates with a specific error message or warning.

Once an issue has been identified, it will be referred to the Employee or the Time Administrator for correction as appropriate. The corrected data will then be available for the next time evaluation process. (Note: For information on the correction of Leave Balances, refer to the document "Maintain Specific Leave Balances Manually".)

1.42.2.2 Process Flow



1.42.2.3 Process Steps

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
4.51.05	Time evaluation results are available for review	PT_ERL00 or SP01	START - Time evaluation results are available for review	N/A	MSS Time Administration Leave Administration
4.51.10	Review Time Evaluation results	PT_ERL00 or SP01	N/A	N/A	MSS Time Administration Leave Administration
Decision	Are corrections needed?	Manual	Decision	If YES, go to step 4.51.15.	MSS Time Administration

STEP #	SUB-PROCESS DESCRIPTION	APP/SYS/TCODE	INPUTS	OUTPUTS	EXECUTION ROLE
				If NO, go to step 4.51.20.	Leave Administration
4.51.15	Notify Employee/Leave Administrator/Time Administrator	Manual	N/A	END	MSS Time Administration Leave Administration
4.51.20	Time is ready for Time Evaluation	N/A	N/A	END	MSS Time Administration Leave Administration

1.42.3 Solution Recommendations

Errors and warning messages will be configured using standard time evaluation configuration. These messages will be generated during Time Evaluation and are the result of either technical errors or reportable deviations from business rules. The review of these errors and warnings may be initiated by anyone with security access to their own time data or the time data of others. It originates with a specific error message or warning. Workflow will be created to route these messages to appropriate users (RICE ID: W006).

1.42.4 SAP Design Considerations

CONFIGURATION ITEM	FIELD VALUE 1	FIELD VALUE 2
Messages and Errors in Time Evaluation		

1.42.5 Change Management Considerations

POLICY & PROCEDURE IMPACTS	AGENCY/ DEPT	CHANGE IMPACT RATING	EXPLANATION OF RISK
Errors identified in Time Evaluation may impact an employee's pay. Time Administrators will bear the responsibility for ensuring that corrections are made in a timely fashion.	All	High	The rules for time evaluation will be in accordance with policy. This could be tough for some agencies that have a long tradition of pay behaviors that are not consistent with the policy. These agencies may see far more errors and warnings. This is primarily a training/cultural issue.
ORGANIZATIONAL FUNCTION IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Currently this function is being executed informally in many agencies. Duties of the time administrators will change in that this process will become more formalized and errors more visible.	All	Med	Duties become more formal and supported by systems processes. Process and policy refresher training will be required to manage these messages.
JOB ROLE IMPACTS	**AGENCY/ DEPT**	**CHANGE IMPACT RATING**	**EXPLANATION OF RISK**
Time administrators will be using the system to determine adherence to policy.	All	Med	Using the system to manage adherence will require policy and process training.

1.42.6 Technology Considerations

TECHNOLOGY REQUIREMENT	DATE REQUIRED	COMMENTS/SUGGESTIONS
Access to R/3 will be required.	Jan 2008	

1.42.7 Integration Points

DESCRIPTION	FUNCTIONAL OR PROJECT TEAM	COMMENTS/SUGGESTIONS
OM, PA, PY	OM, PA, PY	Error resolution may require integration with these different areas.

1.42.8 Development Items

None currently known.